Montgomery Community College

Spring 2013 Schedule of Classes

Angela Burns from Star, NC Skills Up with a scholarship from the NC Tobacco Trust Fund Commission.

Curriculum Registration January 2 *On The Hour*
9 AM, 10 AM, 11 AM, 12 PM, 4 PM, 5 PM, 6 PM

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Early Childhood degree opens doors for MCC grad (pg. 38)
Student achieves her dreams in phlebotomy (pg. 37)
Weekend Clay Camps for middle school & high school youth (pg. 46)

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On the cover: Angela Burns from Star, NC, is a single mom of four children. She overcame many obstacles to first get her GED, and then enroll in a welding class to learn a skill that will help support her family. We thought Angela was a great inspiration for anyone who might think they cannot go back to school. Angela said, "My instructor works with me and stays by my side. He really helped me come out of my shell."

Don't let obstacles stand in the way of your future. Come to MCC and check out the possibilities. We can help you clear some of those obstacles so you can realize your dreams.

About Continuing Education

If you are a non-degree-seeking student wanting to take classes for a job, a new career, personal enrichment or a GED or high school diploma, the Continuing Education department is where many students get their college start. We offer many of the same types of classes as curriculum (degree/college credit) programs, but on a different scale. Continuing Education classes are designed to be completed in a single semester or less.

In general, Continuing Education courses do not earn credit toward a degree; however, some classes are specifically designed to bridge to college credit programs. Also, classes that meet the appropriate criteria earn CEUs. The CEU serves as a unit to recognize an individual's participation in noncredit classes.

How to Find the Classes You Want

- Are you interested in upgrading your current job skills or are you looking for new skills for a new job? Do you need to recertify your skills in your current occupation? Then you need **Occupational Training.**
- Do you want to work on your reading, writing, or math skills? Do you want to work toward a GED or high school diploma? Then you need **Career and College Readiness**.
- Are you unemployed? Are you looking for classes designed to help you prepare for and find a job? Then you need **Human Resource Development**.
- Do you want to take classes to satisfy a personal interest or just to have fun and meet new people? Then you need **Personal Enrichment**.
- Are you a business owner or interested in starting your own business? Are you looking for a resource that could help you on the job? Then you need the **Small Business Center**.
- Is English your second language? Do you want to become more proficient speaking English? Then you need **English as a Second Language**.

Not sure you fit any of these categories? Then please look at the class offerings in this publication. When you see one that fits your needs, call us! We'll be glad to help you.

Registration

Please read the Frequently Asked Questions on page 4 for Continuing Education registration questions. You may register anytime up to two weeks before a class is scheduled to begin. Classes without enough students to satisfy instructional costs will be cancelled at the college's discretion, so we recommend you register early.

Continuing Education office hours are 8:00 a.m. - 5:00 p.m. Monday through Thursday and 8:00 a.m. - 3:00 p.m. on Friday. Please call (910) 576-6222, extension 256 for more information.

Frequently Asked Questions

- **How old do I have to be before I can take a "Continuing Education" class?**

Anyone 18 years of age or older who is not currently enrolled in public school is eligible to attend Adult Continuing Education Classes. Persons 16-18 years old may enroll if they obtain a special form letter from the Continuing Education department and have it signed by the principal of their high school.

- **How do I register?**

Start by calling the Continuing Education department at (910) 576-6222, extension 256. If you have a credit card, you may register by faxing your registration form with payment information to (910) 572-2176. If not, you may either request a registration form or print one from our website (www.montgomery.edu) and mail the form with your payment. Or, come to the Continuing Education office in person to register. Payment is made at the time of registration. Advanced registration is required for all Continuing Education classes due to space limitations. If enrollment is not sufficient, the class will be canceled by the college at the registration deadline and fees will be reimbursed by the college. North Carolina citizens age 65 or older are eligible for registration fee waivers (other fees are not applicable to fee waiver) except in the case of self-supporting courses. (See below.)

- **What does the "(SS)" mean next to a course title?**

"(SS)" means "Self-Supporting." Self-supporting courses are offered by the college at the request of the community. Registration fees vary depending upon the number of students enrolled. There are no fee exemptions for self-supporting courses and fees are non-refundable except in the case of course cancellation by the College.

- **How much does it cost to take a class?**

The registration fees for classes vary depending on the number of class hours. Some classes require textbooks, materials, lab fees or insurance. Fixed costs will be listed under "Fees" below each class. Where a textbook or other supplies are needed, every effort is made to announce this in the class description. Because supply needs are highly variable, they may not be listed for every class.

- **What if I have to drop out of a class?**

Students are eligible for a 100% refund if they withdraw from a class before the class begins or if the class is canceled by the college. Students who withdraw after the class begins, but before 10% of the total number of class hours has been taught, may receive a 75% refund upon request. No refunds are permitted for Self-Supporting (SS) classes except if canceled by the college.

- **May I take a class more than once?**

Students may repeat any course at the regular registration fee. Students may take Occupational courses twice in five years at the regular registration fee; however, fees for additional repeats will be assessed for the full amount of the per student cost for the class. Ask a Continuing Education representative for more information about repeating Occupational courses.

- **Can I earn college credit for taking a class through Continuing Education?**

In general, Continuing Education courses do not earn credit toward a degree; however, some classes are specifically designed to bridge into for-credit college programs. Also, the CEU serves as a unit to recognize an individual's participation in noncredit activities that meet the appropriate criteria. Ask a Continuing Education representative for more information about bridging classes or CEUs.

Business & Industry Training

Specialty programs contribute to a more qualified and knowledgeable workforce!

We can help your company be as effective and productive as possible through our quality education and training. Montgomery Community College can provide the training necessary for development opportunities for businesses, agencies, and industries in Montgomery County that can be specifically designed for your company.
Specialty programs can include:

One of Montgomery County's newest employers, Wright Foods, received a customized training package to instruct its employees in 21 different classes through MCC's new industry training.

- Single courses or a customized series of courses
- Courses that vary in length according to the complexity of skills and your needs as an employer
- On-site or off-site training
- Technical training such as welding, electrical, hydraulics, and pneumatics
- Professional development training for supervisors and managers
- Computer training ranging from basic to advanced applications
- Certification/licensing programs

New & Expanding Industry Training
Is your company planning to expand? Your company is eligible for customized or specialty training assistance if you are planning to add at least 12 or more jobs to your workforce in a 12-month period.

Montgomery Community College can provide a systematic needs analysis to develop training objectives that are linked to your company's key strategic and operational goals.

This specialty workforce training program helps build success for North Carolina companies and contributes to the multiple rankings that list North Carolina's business climate as one of the best in the nation.

Customized Industry Training
The Customized Industry Training (CIT) program can assist business and industry to remain productive, profitable and located within the state. The CIT program provides the flexibility to meet the retraining needs for existing business organizations in North Carolina's communities.

This program will augment the services of the New and Expanding Industry Training and Focused Industrial Training programs when their current guidelines do not apply. Allocations are made on a case-by-case basis at the discretion of the North Carolina Community College System President with the recommendation of the Vice President of Economic and Workforce Development. The application procedure is in accordance with the intent and purpose of the legislation and budgetary support.

Focused Industrial Training

Do your employees need specialty training to maintain that competitive edge? Focused Industrial Training uses individualized needs assessments and consultation to design and implement targeted, customized training for incumbent workers whse jobs are changing because of technological or process advances. We partner with an array of world-class training providers to offer a wide spectrum of training services.

The Focuse Industrial Training program can:

- Asses your training needs on request
- Trainyour employees on new processes, procedures, and technologies
- Accommodate the needs of small groups of employees
- Holdraining on campus sites with open enrollment, or individually customize a program to meet your company's needs
- Provide flexible scheduling for many topics, including:
    - Lean Manufacturing
    - Six Sigma
    - Project management
    - Statistical process control
    - Hydraulics
    - Pneumatics
    - Electronics
    - Preventive maintenance
    - Troubleshooting

Call today to learn more about how specialty business and industry training programs at Montgomery Community College can assist with your company's training needs.

Robin Coates (910) 576-6222, extension 253

Human Resource Development Classes

Enhance Your Job Skills

Employers are increasingly concerned with ensuring both potential and current employees have the skills necessary to thrive in today's workplace. North Carolina's Career Readiness Certification (CRC) is designed to meet the needs of both employers and job seekers.

- For employers, the CRC offers a reliable means of determining whether a potential employee has the necessary literacy, numeracy and problem-solving skills to be job ready.
- For job seekers, the CRC serves as a portable credential that can be more meaningful to employers than a high school degree or a resume citing experience in a different job setting.

These courses provide employability skills training for unemployed and underemployed adults to earn a CRC. For students who meet the HRD State income requirements, the course is FREE.

Job Skills Enhancement

Register anytime and work at your own pace to fulfill your goals and career objectives in this course. The course covers job search and navigating techniques using NC Job Connector, the Division of Workforce Solutions' (formerly Employment Security) official state Labor Exchange System. Individuals wishing to improve their employment potential can improve their employment skills with KeyTrain, a computer-based program that teaches the skills employers want. With KeyTrain,

individuals can earn a Career Readiness Certificate (CRC). A CRC along with a resume or job application will tell a prospective employer that you have the skills necessary to fulfill basic job requirements. A skills evaluation will be conducted to determine which skills need focus. Resumes and cover letters will be discussed as well as proper interview etiquette. *This class is free to students meeting income guidelines.

Instructor: **Lamonds**
Date: **January 8 – May 7**
Time: **T/TH 9:00 – 11:00 AM**
Fee: **$175 or free*, Room 143**

Computer Skills for the Unemployed/Underemployed (in Spanish and English)

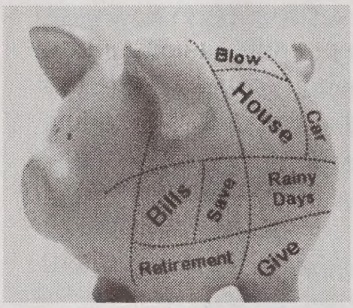
This course is designed to introduce computers, computer terms, the internet, e-mail and search engines. It will help students develop a moderate comfort level with basic computer use and internet navigation. The instructor will cover keyboarding, using the computer to search for jobs and occupational information, and compiling employment-related documents such as resumes, cover letters, and applications using Microsoft Word. At the end of the class students should be able to identify their assets as they relate to employment, and will gain the knowledge to develop a positive self-concept as it impacts employability and communication skills. They will also develop an understanding of the impact of information technology in the workplace and on the job market. *This class is free to students meeting income guidelines.

Instructor: **Horner**
Date: **January 28 – May 6**
Time: **M/W, 5:30 – 8:30 PM**
Fee: **$175 or free*, Green Ridge Elementary, Biscoe**

Employability Skills and Money Smart

This course is designed to introduce individuals who are unemployed or underemployed to computers, computer terms, the internet, e-mail and search engines. It will help students develop a moderate comfort level with computers and internet navigation. The instructor will cover keyboarding, using the computer to search for jobs and occupational information, and compiling employment related documents such as resumes, cover letters, and applications using Microsoft Word. As a bonus, basic financial planning, budgeting and banking will be covered in fun and easy-to-use computer software modules. At the end of the class students should understand basic finances. They should be able to identify their assets as they relate to employment, and will gain the knowledge to develop a positive self-concept as it impacts employability and communication skills. They will also develop an understanding of the impact of information technology in the workplace and on the job market. *This class is free to students meeting income guidelines.

Instructor: **Collins**
Date: **January 28 – March 25**
Time: **M, 4:00 – 6:30 PM**
Fee: **$65 or free*, Highland Center, Mt. Gilead**



Budgeting and More
Do you always seem to run out of money before all the bills are paid? Take the first step to financial independence. Budgeting and More provides education in developing and balancing your budget and managing your money to make the most of your paycheck. Students will work through 10 different lessons to get a better understanding of the banking industry and how the bank handles their money. Everyone will leave the class with a simple but realistic budget that they design themselves to accommodate their unique financial situation and lifestyle. *This class is free to students meeting income guidelines.

Instructor: **Thomas**
Date: **January 28– April 29**
Time: **M, 5:30 – 7:30 PM**
Fee: **$120 or free*, Room 217**

Enhancing Your Job Skills
Need to brush up on your job skills but you're not sure where to start? This course starts with an evaluation to determine which skills need focus. Students then use KeyTrain computer software to develop and enhance the specific skills they need to obtain employment. Instruction in this course is self-directed and self-paced with an instructor nearby for assistance and guidance. Students will set their own goals, develop a training plan, and will be encouraged to achieve a Career Readiness Certificate. Resumes, cover letters, and job search tips will also be included as part of this course. *This class is free to students meeting income guidelines.

Instructor: **James**
Date: **January 7 – May 7**
Time: **M-TH, 1:00 – 4:00 PM**
Fee: **$175 or free*, Room 143**

Computer Skills for Employability
This course provides employability skills training for unemployed and underemployed adults. Students will learn job search strategies while researching career and occupational information with the use of a computer and the Internet. They will create a personalized electronic portfolio of employment related documents such as a resume, cover letters, and applications. The importance of networking and online job searching will be covered. Some basic keyboarding and word processing will be provided at the beginning of the course. *This class is free to students meeting income guidelines.

Instructor: **Lamonds**
Date: **January 28 – May 6**
Time: **M/W, 10:45 – 12:45 PM**
Fee: **$175 or free*, Room 143**

Occupational Training

Studies show that workers today will make several job changes during the course of their working career. Whether a job change takes place or new skills are added to a current job description, training is a crucial element in remaining competitive in the job market. Montgomery Community College's Continuing Education Division can provide training courses designed to help you upgrade occupational skills, obtain or maintain a certification, or develop new skills.

Activity Director

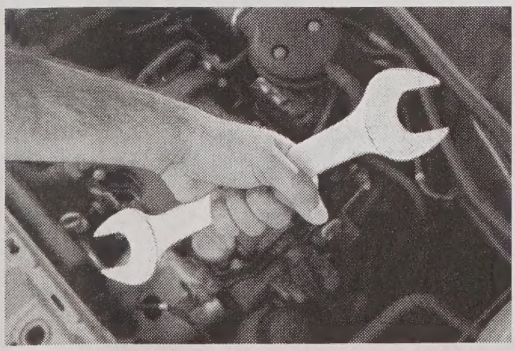
This course is designed to provide basic training to individuals desiring to become activity directors in a healthcare setting. Activity directors for adult care homes are required by the NC Division of Facility Services to complete a minimum of 50 hours in an approved activity director's course. Activity directors for nursing facilities are required to complete the 50 hour basic course with an additional minimum of ten hours in documentation including the assessment and care planning process. Montgomery Community College uses the state-approved course outlines which include the following modules: (I) Overview of the Activity Professional, (II) Human Development and the Aging Process, (III) Standards of Practice, (IV) Activity Care Planning, and (V) Methods of Service Delivery. Books can be purchased online at Amazon.com or Idyll Arbor, Inc. for around $45. ISBN 9781882883899

Instructor: **Baldwin**
Date: **February 12 – April 18**
Time: **T/TH, 6:00 – 9:00 PM**
Fee: **$175, Room 229**

Alternative Energy Concepts

Install, maintain, monitor and perform load calculations for a basic alternative energy system that can reduce your dependence on conventional electrical energy sources. Topics in this class will include types of alternative energy, load analysis, generation, forms of distribution, control and monitoring of system function, and system performance measurement.

Instructor: **TBA**
Date: **January 7 – May 6**
Day: **M/W, 5:00 – 10:00 PM**
Fee: **$175, Room 502A**



Automotive Maintenance and Minor Repair

Learn the basics of car maintenance, troubleshooting and minor repair. Students will receive hands-on experience checking oil, fluid levels, air pressure and conducting other preventive measures that keep cars operational. Students will learn how to do minor repairs such as changing oil, changing a tire, changing an air or fuel filter, winterizing, etc. Students will be instructed on how testing equipment works and the proper tools to use. In addition, students will be able to explain operating principles of engines, and principles of safety. Books are available for use during class at no extra cost.

Instructor: **Dunlap**
Date: **February 7 – April 25**
Time: **TH, 6:00 – 8:00 PM**
Fee: **$65, Room East Montgomery High School**

Scholarships are available for selected classes. Inquire when registering.

Banking Principles – Pre-Teller Training

Successful completion of this course guarantees an interview with BB&T.

This course is designed to prepare individuals for a career as an entry level teller. Course work includes principles of banking, basic money and banking, and a brief overview of lending fundamentals. Upon completion, students will have a general overview of entry-level teller positions. A certificate will be issued to students who successfully complete this course. Book can be purchased through the College bookstore.

Instructor: Taylor
Date: February 4 – March 25
Time: M, 6:00 – 9:00 PM
Fee: $65, Room 230

Basic Income Tax Preparation

This course will give the student working knowledge of personal tax return preparation. Students will learn to analyze and handle aspects such as capital gains and losses, itemization and deductions, depreciation, self-employment income, and more. An online account will be established so that the students may file their own taxes if desired. No book is required and handouts will be used as needed.

Instructor: Bowyer
Date: January 8 – February 26
Time: T, 5:30 – 8:30 PM
Fee: $70, Room 143

Basic Plumbing

Students will work in the classroom and shop developing the knowledge and skills fundamental to the plumbing trade. Students will learn the components of drain-waste-vent (DWV) systems, basic water distribution, fixtures, faucets, fittings, traps and other elements basic to the NC Plumbing Code. Safety issues will be covered. A textbook is not required.

Instructor: Vuncannon
Date: January 23 – March 13
Time: W, 5:30 – 8:30 PM
Fee: $66.65, Room 168

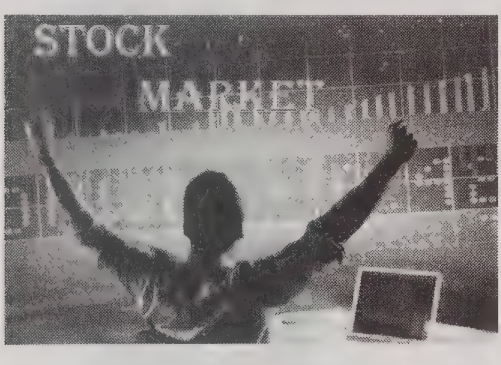
Computer Applications 101

This course is designed to give an individual the basic knowledge to navigate the software components in the Microsoft Office 2010 suite. The focus will be on the practical knowledge needed for home or office application including basic computer operations and use, word processing with MS Word, creating spreadsheets with Excel, creating presentations with PowerPoint, and creating a simple database with Access. The textbook for this course is available online at Amazon.com. ISBN: 978-0538748155

Instructor: Greene
Date: January 28 – May 6
Time: M/W, 6:00 – 9:00 PM
Fee: $180, Room 143

Computer Skills and Internet Navigation for the Very Basic Beginner
If you know little to nothing about computers then this class is for you! In this course, you will learn how to operate a personal computer, keyboard, monitor and mouse. Discover how to personalize your desktop, learn keyboard short cuts, how to save files, how to surf the Internet and more. Learn the basics of buying and selling on Ebay and Amazon. Set up an e-mail account, a Facebook page, and other social networking accounts. No textbook is required. Handouts will be provided.

Instructor: **Biby**
Date: **February 7 – April 25**
Time: **TH, 6:00 – 8:00 PM**
Fee: **$70, Room 143**



Day Trading and Investing
Day trading is defined as the buying and selling of securities within a single trading day, usually in the stock market. It is undoubtedly one of the most exciting ways to make money from home. Learn the basic principles of investing and risk management. Discover the characteristics of the successful day trader while understanding the risks of this type of investing. A textbook, Day Trading for Dummies, is required for the course and may be purchased online. ISBN-13: 978-0470171493. Montgomery Community College assumes no responsibility associated with students' gains or losses from personal investments made as a result of this course.

Instructor: **Bowyer**
Date: **March 5 – April 23**
Time: **T, 5:30 – 8:30 PM**
Fee: **$70, Room 141**

Digital Photography and Imaging Software
Learn how to make the most of your digital camera. Compose and create pleasing images through camera techniques and computer software manipulation. Correct and enhance pictures with Photoshop Elements. Discover a number of free, open-source software applications you can use to enhance photographs or restore old photos. Bring your digital camera, its manual, and USB flash drive to the first class.

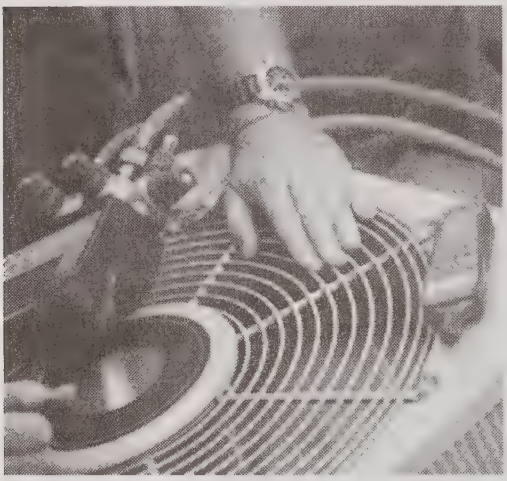
Instructor: **Grebner**
Date: **March 5 – April 9**
Time: **T, 5:30 – 9:30 PM**
Fee: **$70, Room 143**

Home Networking/Repair/Build Your Own PC
This course features an introduction to hardware trouble-shooting, maintenance, and repair of Intel-based personal computers (PCs). Students work with PC system components and routers to build a PC from scratch and configure a secure home network. The course is designed for the hardware novice. Students will be responsible for purchasing the "bare-bones" to build from the bottom up or simply learn how to do this by watching and assisting the instructor.

Instructor: **Johnson**
Date: **March 7 – April 25**
Time: **TH, 6:00 – 9:00 PM**
Fee: **$65, Room 217**

I-Pad & Kindle Training
Learn about your Apple I-Pad or Kindle, how it works and what it can do in a business or personal setting. Students will need to bring their device to class to learn more about their equipment. This very informal class will give you the skills to enjoy your device and increase your skill.

Instructor: **Beaman**
Date: **March 7 – April 11**
Time: **TH, 5:30 – 7:00 PM**
Fee: **$65, Room 230**



HVAC Series

(New students may enter this continuing series with instructor permission.) This certificate program is designed to give students a thorough knowledge of components found on conventional heating systems, their purpose and location, and their use on modern heating and refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, use the tools and instrumentation of the trade, and have a working knowledge of troubleshooting HVAC systems. This program will prepare the student for employment as a heating and air conditioning technician. Successful completers will be prepared to take the CFC and NATE certification exams. Partial scholarships are available. Inquire at registration.

HVAC – Part C – Heating
This course is designed to provide the fundamental concepts of oil, gas and electrical heating systems. It will cover system operating characteristics, installation techniques, efficiency, testing, electrical power, and control systems. Students will receive hands-on training in troubleshooting heating systems.

Instructor: **Hinson**
Date: **January 7 – March 6**
Time: **M - TH, 8:00 AM – 3:30 PM**
Fee: **$175, Room 168**

HVAC – Part D Advanced
This course will give students more advanced hands-on training and experience in troubleshooting HVAC systems. The course will prepare students to take the NATE certification exam with emphasis on Ohm's Law, the theory and principles of refrigeration, and types of heating and cooling systems.

Instructor: **Hinson**
Date: **March 11 – May 6**
Time: **M - TH, 8:00 AM – 2:30 PM**
Fee: **$175, Room 168**

HVAC – Refrigeration Fundamentals (Night Certification Course)
This course introduces the principles of refrigeration including the terminology, safety in the use of tools and equipment, and the identification and function of component parts of refrigeration systems. Other topics include the laws of refrigeration, characteristics and comparison of various refrigerants, and the use and construction

of refrigeration valves, fittings and basic controls. Practical work will involve refrigeration piping, flaring, soldering and tube bending. Standard safety measures will be stressed in the use and handling of refrigerants. Students will receive hands-on training in troubleshooting refrigeration and air control systems. Successful candidates will be prepared to take the CFC exam.

Instructor: **Hinson**
Date: **January 8– May 7**
Time: **T/TH, 5:00 – 9:30 PM**
Fee: **$175, Room 168**

Industrial Wiring

This course covers the installation methods and materials used in industrial wiring. Topics included are transformer and motor selection, grounding, power factor correction, distribution, hazardous locations, and troubleshooting.

Instructor: **TBA**
Date: **January 7 – May 6**
Day: **M/W, 5:00 – 10:00 PM**
Fee: **$175, Room 502A**

Basic Small Engine Repair

This course is designed to provide the student with hands-on experience rebuilding engines according to manufacturer's specifications. Special emphasis will be placed on the proper use of tools and equipment. Students are welcome to bring their items to repair

Instructor: **Glover**
Date: **January 17 – March 7**
Time: **TH, 6:00 – 9:00 PM**
Fee: **$66.60, Jordan Lumber in Biscoe**

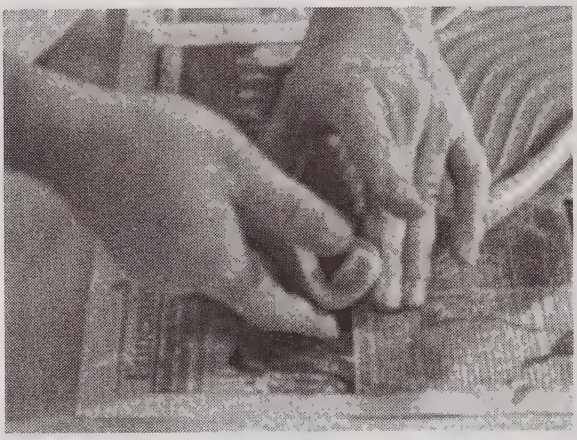
Managing Your Small Business

This course is designed to give the entrepreneur the skills necessary to manage business records, employee documentation, and basic office functions. It will also equip individuals working, or planning to work in a business office environment with basic office skills. Emphasis will be placed on understanding financial data and on taking simple, inexpensive steps to provide any small business with a professional image. Sessions will include:

1. Human Resources fundamentals as they apply in North Carolina: hiring, Career Readiness Certification, employee record keeping, terminations, benefits, and worker's compensation.
2. Customer service and how it affects the business bottom line
3. Basic small office accounting using QuickBooks Pro (data entry, inventory, invoicing, purchasing, bank reconciliations, financial statements, preparation of payroll and taxes)
4. How to produce office documents using MS Word
5. How to prepare spreadsheet records using MS Excel
6. Case studies of various types of business and start-up business seminars

Books and handouts will be provided at no cost to the student.

Instructor: **Blankenship**
Date: **January 28 – May 7**
Time: **M/W, 5:30 – 7:30 PM**
Fee: **$180, Room 141**



Pottery – Fun With Clay!
Hand building may be the earliest clay forming method, but there is no shortage of exciting work being created today using ancient hand building techniques. Students will learn how to construct wares by hand from coils of clay. They will also learn to form a more complex slab-built sculpture. The instructor will have examples of hand built work and give step-by-step instructions on how to duplicate it or create a unique piece of art. A per-pound clay fee will be charged to students for pieces fired.

Instructor: McNeill
Date: February 4 – March 25
Time: M, 6:30 – 9:30 PM
Fee: $65, Room 301

Catering & Down Home Cooking
Whether you want to open your own catering business or you just want to impress your family and friends with your culinary expertise, this course will give you the basics for menu planning, table setting, and food presentation. Learn how to figure the amount of food to feed a small group or a large crowd, as well as the cost for food and labor. Learn how to make a work of art out of a food table and while you're at it, learn how to make some of the best fried chicken you'll ever cook. The basic cost for this class does not cover the food used in preparation. The instructor will discuss needed supplies on the first night of class.

Instructor: Jones
Date: January 24 – March 14
Time: TH, 6:00 – 8:00 PM
Fee: $65, Senior Center in Troy

Spanish Part II
Students who were not enrolled in this course in the fall 2012 semester should obtain instructor advisement before taking Spanish Part II.
This is the second class in a two-part series to bring the novice language learning to a functional knowledge of the Spanish language and culture. In this class, emphasis will be placed on oral proficiency using conversational Spanish and listening comprehension. Students will receive a thorough grounding in Spanish grammar, sentence structure and verb conjugation using more advanced vocabulary and reading and writing in Spanish. The textbook, Spanish Now Level 2, is available online. ISBN 13: 978-0764195495.

Instructor: Allen
Date: January 15 – May 7
Time: T/TH, 6:00 – 8:00 PM
Fee: $175, Room 229

MIG, TIG, and More

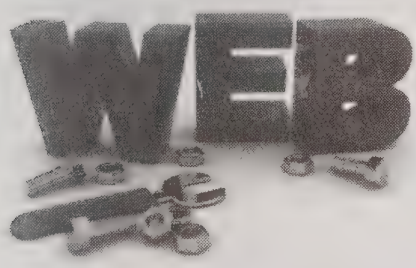
This course combines the teaching of MIG, Stick, and TIG welding for the beginner or anyone wanting to improve his or her skills to become a certified welder. Students will use welding rods and wire welding plate in various positions. The instructor will cover other welding methods and uses as the class schedule allows. Group and one-on-one instruction will be given as needed. Class space is limited. Welding hood, gloves and safety clothing are required. The instructor is a certified welder.

Instructor: Cagle
Date: January 7 – May 6
Time: M/T/W, 6:00 – 10:00 PM
Fee: $196.60, Room 171

TIG Welding – Basic

This course teaches the beginning welder the very basics of tungsten welding. As the group progresses, stainless steel and aluminum will be introduced. Group and one-on-one instruction will be given as needed. Welding hood, gloves and safety clothing are required. Instructor is a certified welder. Class space is limited. Early registration is strongly recommended.

Instructor: TBA
Date: January 29– May 7
Time: T/TH, 8:00 AM – 12:00 Noon
Fee: $196.60, Room 171



Web Design and Blogging Using WordPress

WordPress is a free web software you can use to create a beautiful website or blog. Learn to use the many features of WordPress including plug-ins, themes, widgets, and templates to create your own website or start your own blog. Students will secure their own domain name and find a web host for their site and should come prepared to pay for web hosting online with a credit card on the first night of class.

Instructor: Grindstaff
Date: February 4 – March 25
Time: M, 6:00 – 9:00 PM
Fee: $70, Room 149

Allied Health Classes

Persons registering for any allied health class must provide a valid driver's license and social security card with matching names for identification purposes.

Registration for all Nursing Assistant I Classes
Wednesday, January 9, 10:00 AM, Room 157

Required Orientation for all Nursing Assistant I and Nursing Assistant II Classes
Monday, January 14, 5:30 – 9:00 PM, Blair Auditorium

Continuing Education Schedule of Classes

Nursing Assistant I
This class introduces students to the skills and competencies needed for basic patient care in a health care setting. After successful completion of the course, the student can provide safe, effective, basic nursing care in a variety of health care facilities under the supervision of licensed nurses and/or other approved personnel. Students must complete clinical as part of the course.

Nursing Assistant I - Day

Instructor:	**Broome**
Date:	**March 10 – May 8**
Time:	**M - W, 8:00 – 3:00 PM**
	CPR Saturday, April 6, 8:00 – 5:00 PM
Fee:	**$187.60, Room 157**

Nursing Assistant I – Day/Hybrid
(This class requires online and classroom participation.)

Instructor:	**Broome**
Date:	**January 15 – March 6**
Time:	**M - W, 9:00 – 4:00 PM**
	CPR Saturday, January 26, 8:00 AM – 5:00 PM
Fee:	**$187.60, Room 157**

Nursing Assistant I - Evening

Instructor:	**Williams**
Date:	**January 16 – May 13**
Time:	**M/W, 5:30 – 10:00 PM**
	CPR Saturday, March 9, 8:00 – 5:00 PM
Fee:	**$187.60, Room 151**

Nursing Assistant I – Evening/Hybrid
(This class requires online and classroom participation.)

Instructor:	**Williams**
Date:	**January 15 – April 25**
Time:	**T/TH, 5:30 – 10:00 PM**
	CPR Saturday, February 16, 8:00 AM – 5:00 PM
Fee:	**$187.60, Room 151**

Nursing Assistant I Weekend/Hybrid
This class requires online and classroom participation. The clinical schedule begins on January 19.

Instructor:	**Williams**
Date:	**January 15 – March 2**
Time:	**(Clinicals) Sat/Sun, 8:00 AM – 4:30 PM**
	CPR Saturday, February 23, 8:00 AM – 5:00 PM
Fee:	**$187.60, Online**

See page 15 for registration and orientation information

Nursing Assistant II

Students must have a current NA I license listed on the North Carolina Board of Nursing Registry in order to register for the Nursing Assistant II course. Students must have completed the Nursing Assistant I class before registering for this course. Students are taught new skills in oxygen therapy, suctioning, tracheotomy care, IV fluid monitoring and discontinuation, nasogastric and gastrostomy feeding procedures, enterostomy care, urinary diversion and urinary catheterization. This course equips the students with advanced skills in providing care for the elderly and older adults. Students will complete clinical as part of the program. Registration: Monday, January 14, 10:00 AM, Room 157. Orientation: January 14, 5:30 - 9:30 PM, Blair Auditorium.

Instructor: **Davis**
Date: **January 15 – April 11**
Time: **M-TH, 5:30 – 9:30 PM**
Fee: **187.60, Room 226**

Personal Care Assistant

This course is designed specifically to meet the training requirements prescribed by the NC Division of Health Service Regulation-Adult Care Licensure Section for personal care staff and their direct supervisors working in adult care homes, (seven or more beds) and family care homes (two - six beds). Please call the Continuing Education office at (910) 576-6222, extension 255 before January 22 to register for this class.

Winter Class

Instructor: **Hudson**
Date: **January 23 – February 25**
Time: **M/W, 8:00 AM – 5:00 PM**
Fee: **$187.60, Room 103B**

Spring Class

Please call the Continuing Education office at (910) 576-6222, extension 255 before March 1 to register for this class.

Instructor: **Hudson**
Date: **March 9 – April 14**
Time: **S/S, 8:00 AM – 5:00 PM**
Fee: **$187.60, Room 103B**

Phlebotomy

This course consists of theory and clinical experiences in performing blood collections. Successful completion of the course prepares students to sit for the American Society of Phlebotomy Technicians (A.S.P.T.) National Certification Examination. A textbook and pre-test are required. Call 576-6222, extension 255 to be placed on a mailing list.

Pretest: Monday, January 14, 5:30 - 8:30 PM, Room 140
Required orientation: Wednesday, January 16, 5:30 – 8:30 PM, Room 140

Instructor: Caviness
Date: **January 23 – April 29**
Time: **M/W, 5:30 – 9:30 PM**
CPR Saturday, February 2, 8:00 AM – 5:00 PM
Fee: **$187.60, Room 140**

Adult, Infant and Child CPR/AED Certification (SS)
This community CPR course includes recognizing and caring for breathing and cardiac emergencies in adults, infants, and children under the guidelines of the American Heart Association. Call 910-576-6222, ext. 255 for more information. Students who successfully complete the requirements will receive a CPR card.
Please Note: First aid is not included in this class.

Instructor: Sneed
Date: April 9
Time: T, 5:30 – 9:30 PM
Fee: $45, Room TBA

Adult, Infant and Child CPR/AED and First Aid Certification (SS)
This community CPR course includes recognizing and caring for breathing and cardiac emergencies in adults, infants, and children under the guidelines of the American Heart Association. This course also covers cuts, scrapes, bruises, burns, bleeding control, shock, bone injuries, muscle and joint injuries, sprains, strains, poisoning and heat and cold emergencies.
Call 910-576-6222, ext. 255 for more information. Students who successfully complete the requirements will receive a CPR/First Aid card.

Instructor: Sneed
Date: March 20 & 21
Time: W/TH, 5:30 – 9:30 PM
Fee: $55, Room TBA

Adult, Infant and Child CPR/AED Certification for Healthcare Providers (SS)
The following CPR courses are intended for individuals who work in a healthcare environment. They include recognizing and caring for breathing and cardiac emergencies in adults, infants and children under the guidelines of the American Heart Association. Call 910-576-6222, ext. 255 for more information. Students who successfully complete the requirements will receive a CPR card. Please Note: First aid is not included in this class.

Winter Class
Instructor: Sneed
Date: February 5
Time: T, 5:30 – 9:30 PM
Fee: $45, Room TBA

Spring Class
Instructor: Sneed
Date: April 22, 2013
Time: M, 5:30 – 9:30 PM
Fee: $45, Room TBA

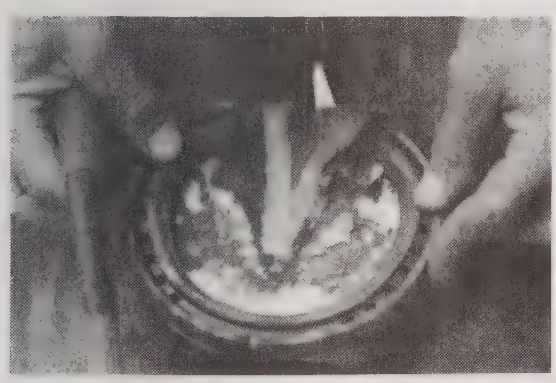
EMT Basic
This course follows the guidelines established by the NC Office of EMS for EMT-B certification. Topics include (but are not limited to) CPR, airway management, patient assessment, hemorrhage control, basic pharmacological action, trauma treatment, medical, behavioral

and environmental illness treatment and patient transport. The training environment incorporates some lecture-style instruction, but the majority of the skill training will take place in practical, hands-on situations. To become certified, students must take the NC State Certification Exam which is offered at several locations through the state several times a year.

Instructor: Eldridge
Date: January 15 – May 7
Time: T/TH, 6:00 – 10:00 PM
Some Saturdays TBA
Fee: $175, FirstHealth Montgomery EMS

Personal Enrichment Classes

Most Personal Enrichment classes are self-supporting (SS) and fees are non-refundable except in the case of class cancellation by the college.



Basic Farrier (Horseshoeing)
Learn the methods involved in safely and correctly shoeing a healthy horse. Learn simple anatomy, tools, equipment, and shoeing techniques. This basic horseshoeing course will cover anatomy of the horse's feet and legs, safe handling of horses for trimming and shoeing, and selection and care of tools used for this job. Students will have the opportunity to learn how to trim and shape hoses' hooves, and to shoe the animal. The course will be taught by an AFA certified journeyman farrier. The initial class will be held at Montgomery Community College. The remainder of the classes will be held at the 4B Farm. (Instructor will provide directions on the first day class.) Minimum of 10 students – Maximum of 15

Instructor: Hunt
Date: February 1 – March 22
Time: F, 8:00 AM – 4:00 PM
Fee: $225, Room 103B & 4B Farm

Queen Rearing for the Seasoned Beekeeper
Learn how to rear queen bees in your own bee hives. This course will cover basic queen-rearing techniques including creating cell-builder colonies, grafting, establishing mating nucleus hives, etc. Beekeepers will learn to identify the qualities to look for in a good queen and methods of controlling the genetics of their own hives. The first class will be at Montgomery Community College. Subsequent classes will be held on Saturdays at various locations to be announced.

Instructor: Hardison
Date: March 11 – May 6
Time: (First class) M, 7:00 – 9:00 PM
(All subsequent classes) S, 2 hours TBD by the students
Fee: $25, Room 237

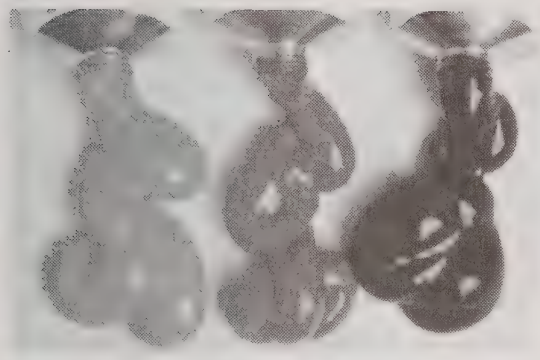
GetFit StayFit Boot Camp
Spring Boot Camp is a high endurance fitness class for individuals who are currently physically active. It includes run/walk segments, pushups, jumping jacks, lunges, squats, step, tractor tire, and abdominal exercises. Exercises are held outside. Equipment needed for Morning class: Set of 10lb. dumbells and five-foot-long stick weighing approximately 3lbs. Equipment needed for Evening class: 5lb. kettlebell and a five-foot-long stick.
Registration/Orientation: February 18 or February 21, 6:00 PM, Room 105. Due to important topics covered, late arrivals will not be allowed to register. For those interested assessments will be done directly after registration.

Morning Class
Instructor: Owens
Date: March 4 – May 13
Time: M/W, 5:15 – 6:15 AM
Fee: $35, MCC campus, location announced at registration

Evening Class
Instructor: Owens
Date: March 4 – May 6
Time: M/TH, 6:00 – 7:15 PM
Fee: $40, MCC campus, location announced at registration

Computer Basics
This couse is designed to provide a beginning computer user with the necessary skills andknowledge to use their mouse, manage their virtual desktop, organize information, and perform various tasks that enhance their computer workspace. Basic keyboarding, word processing, e-mailing, and browsing the internet will be covered.
Instructor: Lamonds
Date: February 4 – March 27
Time: M/W, 8:30 – 10:30 PM
Fee: $75, Room 217

Dog Training
Trainer Jane Bright has over 40 years of experience to share with you in this basic, step-by-step class. Teach your dog to heel, sit, stay, and come using positive reinforcement. Also learn aspects of rally and agility training. Proof of rabies and current shots is required. Training will take place at 1723 Belford Church Road in Jackson Springs. Call both the college (910-576-6222, extension 508 or 256) and the trainer (910-974-3647) for important information to pre-register.
Instructor: Bright
Date: March 5 – April 9
Time: T, 6:00 – 7:00 PM
Fee: $100, Jackson Springs



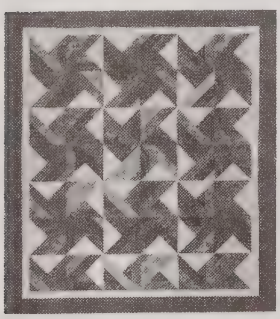
Multi Media Art (SS)
Students may choose any medium from which to work including oils, acrylics, watercolor and pen/pencil. Students may bring pictures to class to scan to paint. This class is designed for beginning through advanced students.

Winter Class
Instructor: Grebner
Date: January 8 – March 5
Time: T, 9:30 AM – 2:30 PM
Fee: $45, Room 103B

Spring Class
Instructor: Grebner
Date: March 12 – May 7
Time: T, 9:30 – 2:30 PM
Fee: $45, Room 103B

How to Make Your Own Cleaning Products
Learn now to make laundry detergent, dishwashing detergent, hand soap, window cleaner and more for a fraction of the cost of buying it at the store. With today's rising costs, this is one good way to save money. Some items needed for class: baking soda, washing soda, Borax, bar of soap, five-gallon bucket with lid, long handle spoon, bowl, vinegar, sauce pan, two 24-ounce spray bottles, and cheese grater.
Instructor: Anderson
Date: February 5 – March 5
Time: T, 5:30 – 7:30 PM
Fee: $40, Room 103B

Taking Care of You – Massage and More
This course is designed to teach students about the importance of self-care. The instructor will cover basic massage therapy, body awareness, muscle stress, and spa treatments. Simple meditation techniques and foot reflexology will also be covered.
Instructor: Blue-Hawkins
Date: February 6 – March 27
Time: W, 6:15 – 8:15 PM
Fee: $40, Room 513



Quilting
Today's quilts are a recognized art form and are highly sought after in upscale decor. Small quilt squares can be used as wall hangings and larger quilts as murals in designer homes. Increase your overall understanding of quilting terms and processes as you build upon your quilting skills. Learn modern or traditional quilting methods. Quilting is a creative way to express one's self and is a great stress reliever. Beginners and those with some experience will enjoy sharing as they build skills at all levels. Students should bring a portable sewing machine to class.
Instructor: Mullinix
Date: March 7 – April 25
Time: TH, 5:30 – 7:30 PM
Fee: $60, Room 103B

Continuing Education Schedule of Classes

EMS Online
Credentialed EMS providers looking for a more convenient way to earn their state-mandated continuing education units (CEUs) can now take their training online with Montgomery Community College's EMS continuing education modules. Two online course modules are scheduled each month – one in Basic Life Support for first responders and EMT-basics, and one in Advanced Life Support for EMT-intermediates and paramedics.

Basic Life Support	Month
Principles of Pharmacology	January
Transport Operations	February
Medical, Legal, and Ethical Issues	March
Endocrine and Hematologic Emergencies	April
Communications and Documentations	May

Advanced Life Support	Month
Pharmacology	January
Operations	February
Medical, Legal, and Ethical Issues	March
Endocrine Emergencies	April
Communications and Documentations	May

EMD, EFD and EPD Online
Credentialed EMDs, EFDs and EPDs looking for a more convenient way to earn their state-mandated and nationally-required continuing education units (CEUs) now have the opportunity to take their training online with Montgomery Community College's continuing education modules. These classes are listed by month. Please check our website for further updates.

EMD Online	Month
Version 12.2 Update	January
Special Protocols	February
Protocol 18 - Headache	March
Protocol 28 - Stroke	April
Protocol 26 - Sick Person	May
EFD Online	
Protocol 69 - Structure Fires	January
Protocol 52 - Alarms	March
Protocol 67 - Outside Fires	May
EPD Online	
Version 4.1 Group 2 protocols	February
Version 4.1 Group 3 Protocols	April

Insurance Agent Continuing Education
These courses are for licensed insurance agents to obtain their required 24 ICECs per two-year period. Agents can take any one or all of these courses for a single registration fee. Ethics and flood sections are mandatory, but can be taken for general credit if not taken previously. All other courses are general credit and can be taken by either P&L or L&H agents. There is an additional $1.65 per credit hour DOI Prometric fee and a small course materials fee.* Fees are assessed based on the agent's credit needs. Agents should review the NCDOI website at www.ncdoi.com for additional information. Producer/agent number is required when enrolling in courses.

Instructor: **Walter Batista**
Room: **229 for all dates/classes**
Fees: **$65 one-time fee for all classes***

Estate Planning Tool C74781
Date: **January 16**
Time: **W, 6:30 – 9:30 PM**

COBRA Essentials C70081
Date: **February 20**
Time: **W, 6:30 – 9:30 PM**

Insurance for Business C72164
Date: **March 13**
Time: **W, 6:30 – 9:30 PM**

Ethics for the Insurance Professional C76087
Date: **April 10**
Time: **W, 6:30 – 9:30 PM**

Final Course TBA
Date: **May 1**
Time: **W, TBA**

Scholarships Available!

- GED and Adult High School Graduates -

Want to continue your education but think you can't afford it?

The MCC Continuing Education department offers scholarships for training classes to give you the skills you need for employment. Contact us today at (910) 576-6222, extension 256.

A NOTE TO OUR STUDENTS: Continuing Education classes do not follow the same schedule as curriculum (degree) classes. Continuing Education classes often meet during regular semester breaks. Your instructor will keep you informed of any breaks in your class schedule. Continuing Education classes will not be held on January 21 for the Martin Luther King, Jr. holiday and April 1 for the Easter holiday.

Career and College Readiness

Classes are offered for the adult who desires to complete studies for the GED or to review reading, math, and English skills. Instruction is available to the non-reader. Instruction is individualized and students progress at their own pace.

Before enrolling in a class, an individual must attend a registration/orientation session. Minors (16-17 years of age) may enroll in the program but need to obtain a Minor Release Form to be completed by a parent or legal guardian and the Board of Education before registering. For further information please contact Kathy Garner-Smith, Career and College Readiness Coordinator, at 910-576-6222 extension 236. All Career and College Readiness classes are FREE. Students interested in the GED or Adult High School program should attend either of the following orientation sessions.

Early Spring Registration
Wednesday, January 2, 9:00 AM or 5:30 PM, Room 149

Other Registration Times
Every Tuesday, 9:00 AM or 5:30 PM

Other registration times are by appointment only. Please contact Kathy Garner-Smith at (910) 576-6222, extension 236 or Vanessa McIntyre, extension 254, to set up an appointment.

Adult Basic Education (ABE) /General Education Development (GED)

Instructor:	**D. Evans/J. Kellis**
Date:	**January 7 – May 15**
Time:	**M-TH, 8:00 AM – 12:00 PM**
	M-TH, 12:30 – 3:00 PM
Location:	**MCC Campus, Room 138**

Instructor:	**J. Adams/M. Bond**
Date:	**January 7 – May 15**
Time:	**M-TH, 6:00 – 9:00 PM**
Location:	**MCC Campus, Room 138**

Instructor:	**D. Douglas**
Date:	**January 7 – May 15**
Time:	**M/W, 2:00 – 5:00 PM**
Location:	**Montgomery County Courthouse**

Instructor:	**D. Douglas**
Date:	**January 7 – May 15**
Time:	**M/T/W, 8:30 – 11:30 AM**
Location:	**Montgomery County Courthouse**

Instructor:	**G. Lewis**
Date:	**January 7 – May 15**
Time:	**M/W, 5:00 – 8:00 PM**
Location:	**Highland Community Center, Mount Gilead**

Instructor: K. Cassell
Date: January 7 – May 13
Time: W/TH, 5:30 – 8:30 PM
Location: Star Town Hall

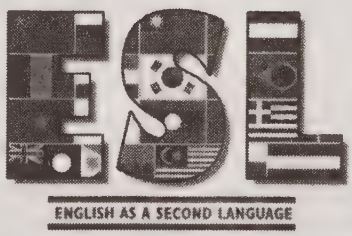
Instructor: TBA
Date: January 7 – May 15
Time: TBA
Location: Brutonville

Instructor: J. Kellis (Math & Writing)
Date: January 11 – May 10
Time: F, 8:30 AM - 12:00 PM
Location: MCC Campus, Room 138

Adult High School

Instructor: D. Evans
Date: January 7 – May 15
Time: M/TH, 8:00 AM – 12:00 PM
Location: MCC Campus, Room TBA

Clases de Inglés (Gratis)



Le gustaría usted, o conoce alguien a quien le gustaría...

- ¿Aprender inglés de una manera práctica y entretenida con profesores expertos en ESL?
- ¿Mejorar su habilidad de comunicarse y entender inglés en diferentes situaciones (como en la escuela, el centro de trabajo, bancos, tiendas, etc.)?
- ¿Mejorar sus oportunidades de comunicarse y encontrar trabajo?

Ésta es una gran oportunidad para usted, su familia y sus amigos. Las clases se acomodan al nivel de los estudiantes — principiantes, intermedios y avanzados — y son completamente gratis. Puede empezar en cualquier momento durante el semestre. Puede traer a sus niños, si es necesario.

Instructor: Abraham Encinas-Torres
Fecha: 14 Enero – 15 Mayo
Hora: Lunes y Miércoles, 5:00 – 8:00 PM
Local: Old EMS Building, Candor
(Detrás de los bomberos)

Instructor: Abraham Encinas-Torres
Fecha: 15 Enero – 14 Mayo
Hora: Martes y Jueves, 9:00 AM – 12:00 PM
Local: Old EMS Building, Candor
(Detrás de los bomberos)

Instructor: Abraham Encinas-Torres
Fecha: 15 Enero – 14 Mayo
Hora: Martes y Jueves, 5:00 – 8:00 PM
Local: Iglesia Adventista del 7° Día, Biscoe

Continuing Education Schedule of Classes

Instructor: Marla Leal
Fecha: 7 Enero – 13 Mayo
Hora: Lunes y Jueves, 4:00 – 7:00 PM
Local: Iglesia de Dios Ebenezer. Biscoe

Instructor: Abraham Encinas-Torres
Fecha: 14 Enero – 15 Mayo
Hora: Lunes y Miércoles, 9:00 AM – 12:00 PM
Local: Iglesia Adventista del 7° Día, Biscoe

Instructor: Kim Cassell
Fecha: 7 Enero – 13 Mayo
Hora: Lunes y Jueves, 5:30 – 7:30 PM
Local: West Montgomery HS, Mount Gilead

Instructor: Jason Hilger
Fecha: 7 Enero – 15 Mayo
Hora: Lunes y Miércoles, 5:30 – 8:30 PM
Local: Iglesia Presbiteriana, Candor
(Hay tutoría de niños en edad escolar)

Instructor: Roger K. Best
Fecha: 7 Enero – 13 Mayo
Hora: Lunes y Jueves, 5:00 – 8:00 PM
Local: Iglesia Pentecostal Bet-El, Biscoe
(Hay tutoría de niños en edad escolar)

Instructor: Roger K. Best
Fecha: 8 Enero – 14 Mayo
Hora: Martes y Jueves, 11:00 AM – 2:00 PM
Local: Beleicos (TBA)
(Hay tutoría de niños en edad escolar)

Instructor: Roger K. Best
Fecha: 8 Enero – 14 Mayo
Hora: Martes y Viernes, 4:00 – 7:00 PM
Local: Beleicos (TBA)

Instructor: Roger K. Best
Fecha: 7 Enero – 13 Mayo
Hora: Lunes y Viernes, 10:00 AM – 1:00 PM
Local: Iglesia Ríos de Agua Viva, Troy

Local: Municipalidad de Star (TBA) Star

*Para iniciar la clase en STAR se necesitan 7 o mas alumnos. Si esta interesado, por favor llámenos.

Llame al 910-576-6222 extension 249 para obtener mayor información. En cuanto escuche la contestadora automática, marque 249 para español. Si no estamos cuando llame, por favor deje su nombre y número para llamarle luego. Por favor, comparta esta infamación con sus familiares, amigos y compañeros de trabajo. Maestro Principal: Abraham Encinas, MA, encinasa@montgomery.edu. Cell phone: (336) 259-3695.

English as a Second Language

Would you like, or do you know anyone who would like to…

- Learn English in a fun and practical way with experienced teachers?
- Improve reading and writing skills in English?
- Improve skills with regards to communication in the workplace, schools, and community agencies?

This is a great opportunity for you, your family, and your friends. The classes adapt to students of all levels — beginning, intermediate, and advanced — and are completely free. You can begin at any time during the semester. If necessary, you can bring your children.

Instructor: Abraham Encinas-Torres
Dates: January 14 – May 15
Times: M/W, 5:00 – 8:00 PM
Location: Old EMS Building, Candor (Behind the firehouse)

Instructor: Abraham Encinas-Torres
Dates: January 15 – May 14
Times: T/TH, 9:00 AM – 12:00 PM
Location: Old EMS Building, Candor (Behind the firehouse)

Instructor: Abraham Encinas-Torres
Dates: January 15 – May 14
Times: T/TH, 5:00 – 8:00 PM
Location: 7th Day Adventist Church, Biscoe

Instructor: Abraham Encinas-Torres
Dates: January 14 – May15
Times: M/W, 9:00 AM – 12:00 PM
Location: 7th Day Adventist Church, Biscoe

Instructor: Marla Leal
Dates: January 7 – May 13
Times: M/TH, 4:00 – 7:00 PM
Location: Ebenezer Church, Biscoe.

Instructor: Kim Cassell
Dates: January 7 – May 13
Times: M/TH, 5:30 – 7:30 PM
Location: West Montgomery HS, Mount Gilead

Instructor: Jason Hilger
Dates: January 7 – May 15
Times: M/W, 5:30 – 8:30 PM
Location: Presbyterian Church, Candor (Free child tutoring available)

Instructor: Roger K. Best
Dates: January 7 – May 13
Times: M/TH, 5:00 – 8:00 PM
Location: Bet-El Church, Biscoe (Free child tutoring available)

Continuing Education Schedule of Classes

Instructor: Roger K. Best
Dates: January 8 – May 14
Times: T/TH, 11:00 AM – 2:00 PM
Location: Lighthouse Church, Belacres
(Free school-age child tutoring available)

Instructor: Roger K. Best
Dates: January 8 – May 14
Times: T/F, 4:00 – 7:00 PM
Location: Belacres (TBA)
(Free school-age child tutoring available)

Instructor: Roger K. Best
Dates: January 7 – May 13
Times: M/F, 10:00 AM – 1:00 PM
Location: Ríos de Agua Viva Church, Troy
(Free school-age child tutoring available)

Location: Star Municipal Building, Star (TBA)

(Call (910) 576-6222, extension 249 if interested/ 7 students minimum to open this class). If we are not here when you call, please leave your name and number, and I will return your call as soon as I can. Please share this information with your relatives, friends, and co-workers. Lead instructor/recruiter: Abraham Encinas, MA encinasa@montgomery.edu. Cell phone: (336) 259-3695.

Notary Public Education

This seven-hour course is required for individuals to obtain a North Carolina notary public commission. Both class sessions must be attended to receive credit for this course. Participants must be at least 18 years old; must reside legally in the U.S.; must reside or work in North Carolina; must speak, read, and write English; and must possess a high school diploma or GED. Each notary public candidate must verify his/her identity by presenting a state or federal government issued photo identification document, such as an NC driver's license or a U.S. passport. The *Notary Public Guidebook for North Carolina 10th edition*, is required.

Winter Class
Instructor: Wanda Jackson
Date: February 15 & 22
Time: F, 8:30 AM – 12:00 PM
Fee: $35, Room TBA

Spring Class
Instructor: Wanda Jackson
Date: April 19 & 26
Time: F, 8:30 AM – 12:00 PM
Fee: $35, Room TBA

Summer Class
Instructor: **Wanda Jackson**
Date: **June 7 & 14**
Time: **F, 8:30 AM – 12:00 PM**
Fee: **$35, Room TBA**

Electronic Notary Education
This course is required for a presently commissioned notary to obtain a North Carolina Electronic Notary Public Commission. The entire class session must be attended to receive credit for this course. Participants must bring their current Notary Public Credentials to this class. The Electronic Notarization Manual for North Carolina is required and available at the MCC Bookstore. If you are interested in this course, please call Connie Parsons at (910) 576-6222, extension 256.
Instructor: **Wanda Jackson**
Date: **TBA**
Time: **TBA**
Fee: **$35, Room TBA**

Real Estate Classes

Real Estate Update 2012 - 2013
The North Carolina Real Estate Commission requires all licensed real estate brokers to take this four-hour continuing education update course annually to maintain a North Carolina real estate license. The entire four-hour session must be attended to receive credit for this course. Participants must bring their current North Carolina real estate license to class. Course materials provided at no charge.
Instructor: **Connie Efird**
Date: **February 9**
Time: **S, 8:00 AM – 12:00 PM**
Fee: **$40, Room TBA**

Real Estate Continuing Education Elective: Foreclosures, Short Sales, REOs and Auctions
This elective course provides the real estate professional with a comprehensive examination of ethics in the modern world of real estate. Participants should bring their current North Carolina Real Estate License for identification purposes. Course materials will be provided at no additional charge.
Instructor: **Connie Efird**
Date: **February 9**
Time: **S, 1:00 – 5:00 PM**
Fee: **$40, Room TBA**

Small Business Center (910) 576-6222, ext. 216

Small Business Center Seminars

The Small Business Center is a resource provide by the State of North Carolina and Montgomery Community College to help small businesses succeed. We provide confidential business counseling services, business seminars, persona and professional development seminars, and access to vital resources and information, all free of charge. Advance registration for Small Busine Center seminars is strongly recommended. Seminars with less than three advance registrations will be canceled. To make an appointment for services, for more information, or to register for seminars, please contact Richard Hinson at (910) 576 6222, extension 216, or at hinsonr@montgomery.edu. You can also visit our websit for schedule updates at www.montgomery.edu/small-business-center.html.

All Small Business Center seminars are free of charge. For seminar locations, please inquire at registration or visit the SBC website at www.montgomery.edu/sma business-center.html.

Hands–On Facebook Marketing Strategies
This seminar is designed to show business owners and entrepreneurs how to successfully market their products using advanced Facebook marketing strategies through hands-on demonstrations. During this class, internet marketing expert Tere Broadway will set up a Facebook page for your business and demonstrate the basi for establishing your business identity, listing your products or services and providin potential customers with an opportunity to place orders and make payments with your business. Teresa will explain the various options available for using Facebook to effectively market your products or services on the Internet. Learn how Faceboo marketing can help your business to generate sales by reaching Facebook users al over the country.

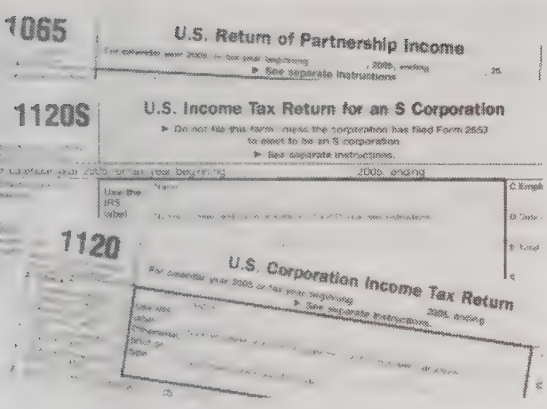
Instructor: **Teresa Broadway**
Date: **February 19**
Time: **T, 1:30 – 4:30 PM**

Marketing Your Business
Discover fresh marketing ideas for your business venture. These fundamental marketing techniques and inexpensive advertising ideas can help a business grow and prosper. Learn how to evaluate your competition and increase your share of the available market. Explore business marketing systems using the internet to illustrat specific examples.

Instructor: **Breon Allen**
Date: **February 26**
Time: **T, 1:30 – 4:30 PM**

How Can Barcodes Help Your Business?
Learn how barcodes can help your business increase profits by eliminating data entry mistakes. Discover how utilizing barcodes can save time, reduce inventory costs, reduce human error and increase productivity. Compare other automated dat collection systems now competing with barcodes to determine the method that's rig for your business. Find out how inexpensive it can before you to set up a system for all your data collection needs.

Instructor: **Lenny Andrews**
Date: **February 28**
Time: **TH, 6:00 – 9:00 PM**



Small Business Record Keeping and Taxes

Small business owners are very often their own bookkeepers. Others pay large fees for an outside accounting firm to do it for them. This seminar is recommended for small business owners who would like to save money by having more control over their own finances. Learn to analyze start-up costs, break-even points, cash flow, supply costs, equipment costs, operating costs and profit/loss portunities. Learn small business tax rates, tax schedules and tax strategies. Learn e advantages and disadvantages of the various types of small business structures. arn how to utilize your business plan to operate within your budget and increase ur profits.

structor: **Wendy Berry**
te: **March 1**
me: **F, 9:00 AM – 12:00 PM**

SHA Compliance 10 Hour Course

arn the basic OSHA requirements for workplace safety and health, how these ndards apply to your business and what steps are necessary for compliance. arn which violations are strictly enforced and how to avoid costly fines and nalties from OSHA. Participants will receive a CD of OSHA regulations and amples of violations. An optional laminated wallet card from OSHA is available on completion at a cost of $5 payable at the MCC business office.

structor: **Randy Gunter**
tes: **March 4, 11 & 18**
ne: **M, 8:00 – 11:20 AM**
cation: **Montgomery County Water Plant, 724 Hydro Road, Mount Gilead**

w to Write a Business Plan

ny businesses fail each year because the owner did not take the time to evaluate plan on paper. What are your special talents and skills? Learn to assess them sed on your habits and lifestyle preferences to determine if your business idea will rk for you. Discover how to create a marketing plan and a cash flow analysis to aluate the potential success of your business idea. Learn the financial advantages starting your business without quitting your present job to allow you to pay your s while your business grows.

tructor: **Breon Allen**
e: **March 5**
e: **T, 1:30 – 4:30 PM**

al Considerations for Small Business Owners

rn the advantages and disadvantages of the basic types of business structures. rn how much legal protection you need to conduct business, how to design a ic contract to ensure that you will receive prompt payment for your products or vices, and evaluate the basic legal needs of your small business through open ussion with an experienced attorney.

ructor: **Harry Fisher**
e: **March 5**
e: **T, 6:30 – 9:30 PM**

Small Business Center (910) 576-6222, ext. 216

Selling to the Federal Government - NCMBC Overview
The North Carolina Military Business Center (NCMBC) connects small and mid-size businesses with military and other federal business opportunities. Its services include a business assistance team which finds opportunities, notifies businesses and helps them develop winning proposals via their FREE web portal, www.MatchForce.org. The NCMBC will provide an overview of its services and explain how to evaluate business opportunities.
Instructor: **Linn Owen - NCMBC**
Date: **March 6**
Time: **W, 1:30 – 4:30 PM**

Financing Your Business Startup
This seminar is strongly recommended for business owners and entrepreneurs who want to discover how a strong business plan can help them obtain financing for their business startup. Delve into various funding sources for business ventures. Identify ways to evaluate your financing options and ways to improve your chances of getting the funding to start and operate your business. Find out how the Small Business Technology Development Center (SBTDC) and the Small Business Administration (SBA) can help you in this important process.
Instructor: **Mike Bowyer**
Date: **March 7**
Time: **TH, 6:00 – 9:00 PM**

How to Start Your Own Business
Learn the basics for starting your own business with minimum risk and limited investment. Analyze potential opportunities and evaluate your own skills and resources for starting a business. Learn how developing a written plan can help you overcome major obstacles before starting your own business venture.
Instructor: **Wendy Berry**
Date: **March 8**
Time: **F, 9:00 AM – 12:00 PM**

Time Management for Business Owners – How to Get It All Done
Would you like to get a grip on where your time goes, how to get more done in the time you have and still have time for yourself? This program will include understanding how much time you really have, planning on purpose, setting and tracking priorities, timeliness and deadlines, what to do in times of crisis and conflict, how to handle the information avalanche, and getting it done and having a life. This seminar is a must for employers and employees alike. *Presenter Mike Collins is president of The Perfect Workday Company. He presents over 100 programs a year for organizations such as IBM, Pepsi-Cola and Duke University Medical Center. His energetic and humorous style entertains and motivates audiences nationwide.*
Instructor: **Mike Collins**
Date: **March 12**
Time: **T, 1:30 – 4:30 PM**

Seven Essential Skills of a Successful Business Owner
This seminar is designed to provide business owners and entrepreneurs with a workable strategy for growing their business, by developing a sales and marketing program that works. Learn why human resource issues can cost you more than any other part of your business. Learn the key elements of financial management, how to stay on the right side of legal issues, and how technology advancements can allow you to grow your business. Also receive tips on directing your time, energy, and focus to get more done. Also discover strategies for coping with everyday stress and

ontinuous, up-to-date research assures that his presentations are always beneficial o his audience. His genuine desire to help people improve their business skills and is sense of humor combine to make his presentations an overwhelming success very time.

nstructor: **Mike Collins**
)ate: **March 12**
'ime: **T, 6:00 – 9:00 PM**

Iow to Raise Your Credit Score to 740 Points

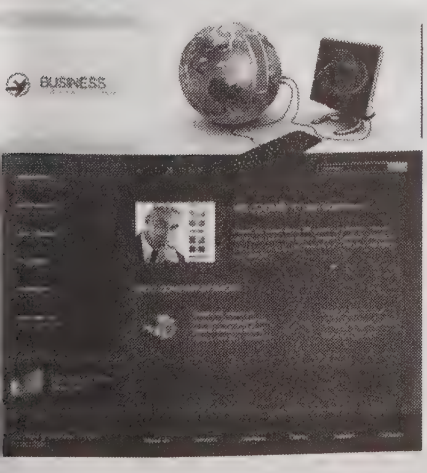
.et's face it, a poor credit score can mean being turned down for that start-up or mall business loan. A business is only as solvent as the business owner, so a good redit score is a must for anyone who wants their small business to succeed. Using everal proven methods, you can increase your credit score significantly within 60 lays. Your credit score not only determines whether or not you can obtain a loan ut may also determine the interest rate, your insurance premiums and your utility ervice deposits. Learn how to read a credit report and what factors are used in alculating your FICO or Beacon Score. Learn legal tricks credit bureaus do not eveal concerning how to raise your credit score simply by the way you use your redit cards, treat inquiries, make payments and carry balances.

nstructor: **Bob Moore**
)ate: **March 14**
'ime: **TH, 6:00 – 9:00 PM**

Iarketing Your Business

'his seminar is strongly recommended for business owners and entrepreneurs vho would like to discover fresh marketing ideas for their business venture. Learn he fundamentals of marketing a business. Evaluate marketing techniques and nexpensive advertising ideas that can help a business grow and prosper. Learn ow to evaluate your competition and how to increase your share of the available narket. Explore business marketing systems using the Internet to illustrate specific xamples. Learn how to develop a marketing plan to increase your sales and grow our company.

nstructor: **Wendy Berry**
)ate: **March 15**
'ime: **F, 9:00 AM – 12:00 PM**



Setting Up a Business Website

Many business start-ups are saving overhead costs by making their "storefront" their website! Don't miss this opportunity to learn how to increase your customer base by building a business website. Business owners and entrepreneurs will be guided through the numerous options available for setting up their own website. From effective marketing strategies for products or services to e-commerce, you will discover a variety of tools for making your site a bustling hub of activity. You'll learn to maximize your impact and then attract potential customers nrough search engine optimization. Whether you're just starting, or you're growing a usiness, learn how a website can help get the word out and increase your profits.

nstructor: **Teresa Broadway**
)ate: **March 18**
'ime: **M, 1:30 – 4:30 PM**

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Strategies for Effective Supervision
Many supervisors are promoted to a management position from the production floor or office pool without any supervisory training. Whether you are a new or experienced supervisor, this seminar will provide techniques for effective management, earning you the respect and cooperation of your employees. Discover innovative communication strategies to interact effectively. Develop and hone your listening skills, and resolve and prevent conflicts with these proven methods.

Instructor: **Breon Allen**
Date: **March 21**
Time: **TH, 1:30 – 4:30 PM**

Financing Your Business Venture
Discover ways in which a strong business plan is key to obtaining financing for your business startup. Identify various funding sources for business ventures. Determine ways to evaluate your financing options and ways to improve your chances of getting the funding to start and operate your business. Find out how the Small Business Technology Development Center (SBTDC) and the Small Business Administration (SBA) can help you in this important process.

Instructor: **Wendy Berry**
Date: **March 22**
Time: **F, 9:00 AM – 12:00 PM**

Montgomery County GIS Overview
This seminar contains useful information to business owners or entrepreneurs who wish to analyze market data for their small business. Use the Montgomery County Geographic Information System (GIS) to obtain detailed information concerning specific pieces of property within the county. Participants will receive hands-on instruction using this free web site to determine the boundaries, legal ownership, tax value and other valuable facts about specific pieces of property.

Instructor: **Kevin Lamonds**
Date: **March 25**
Time: **M, 1:30 – 4:30 PM**

Secrets of Great Customer Service
This seminar is for business owners and entrepreneurs who want to improve their customer relationships, build customer loyalty and increase sales. These days, businesses cannot survive for long without great customer service. L earn what you need to do to keep your current customers happy, attract new ones and keep both groups coming back. Examine some of the typical reasons that customers leave and what you can do to prevent it from happening. Evaluate customer service from different perspectives and share stories – the good, the bad and the ugly!

Instructor: **Emily Ballance**
Date: **March 26**
Time: **T, 1:30 – 4:30 PM**

Inexpensive and Creative Ways to Market Your Small Business
Would you rather eat live insects than market your small business? Check out these new, inexpensive, fun, and creative ways to market your products or services. Find out how to overcome common obstacles that may be holding you back. Bring your business cards if you have some, but don't worry if you don't. You'll leave with fresh ideas to grow your business, increase your visibility and connect with your community.

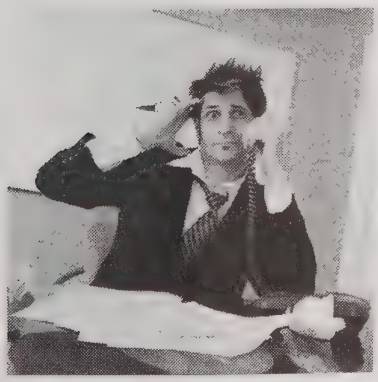
Instructor: **Emily Ballance**
Date: **March 26**

Legal Strategies for Business Owners Concerning Major Life and Death Issues
Learn how having in place basic legal documents such as Power of Attorney; Healthcare Power of Attorney; Living Will; Key Person Insurance; Testamentary Will; Trust for Minor Children; and Business Agreements as to Death or Withdrawal can protect you and your small business from financial disaster. Whether your business is a sole proprietorship, a partnership, an LLC or a corporation, you need to have certain legal documents to keep your business safe in any circumstance. Evaluate your basic legal needs to prepare for your future and protect yourself, your heirs and your business from financial hardship through open discussion with an experienced attorney.

Instructor: **Harry Fisher**
Date: **March 26**
Time: **T, 6:30 – 9:30 PM**

Fifteen Common Mistakes That Will Undermine Your Business
We have all heard the old saying that we should learn from other's mistakes. Opening and operating a business normally involves a great deal of time and a substantial financial investment. During this seminar, you will learn the fifteen most common mistakes made by entrepreneurs that ultimately result in business failure. If you are a current business owner, or if you plan to start a business soon, this seminar will help you keep your business on track. Make a solid investment in the survival of your business by learning how to avoid these lethal errors.

Instructor: **Bob Moore**
Date: **March 28**
Time: **TH, 6:00 – 9:00 PM**



Goal, Time, Stress Management and You!
In today's frantic world, individuals and organizations need to develop effective goal, time and stress management techniques to satisfy their demanding schedules. Effective goal setting and time management can result in greater productivity, improved results and reduced stress. Employees and employers alike can benefit by learning these keys to effective goal setting and how to apply them to any situation in the workplace. Discover the best techniques to manage time, minimize stress and achieve goals.

Instructor: **Breon Allen**
Date: **April 9**
Time: **T, 1:30 – 4:30 PM**

Building Your Business on eBay
This seminar is recommended for entrepreneurs who want to establish a retail presence on eBay. Topics include: starting and growing an eBay business; finding merchandise to sell; creating professional listings that can generate sales; marketing your business on eBay; managing active listings effectively; resolving issues and feedback; and protecting your eBay business. Learn valuable tricks of the trade that you have to know to become an eBay power seller. Nick Hawkes is an education specialist trained by eBay with a diverse background in business administration and over 15 years of experience selling on eBay.

Instructor: **Nick Hawks**
Date: **April 11**
Time: **TH, 6:00 – 9:00 PM**

Small Business Center (910) 576-6222, ext. 216

Customer Service Strategies
Customer Service is an extremely important factor in the success of any business venture. Learn how to evaluate the current level of customer service at your company and what you can do to improve it. Learn how to deal with problem customers and how to motivate your employees to deliver the best possible customer service.

Instructor: **Wanda Jackson**
Date: **April 12**
Time: **F, 9:00 AM – 12:00 PM**

Computer Networking Strategies
This seminar is designed to show business owners and entrepreneurs how to reduce operating costs and increase their profits by networking computers and printers within your organization. Learn how to set up a computer network to share equipment, files and folders. Learn how to manage the security of a computer network. Learn the differences in networking computers on Windows XP, Windows Vista and Windows 7. Live demonstrations will be utilized to enhance this classroom learning experience.

Instructor: **Gary Scott**
Date: **April 16**
Time: **T, 7:00 – 9:30 PM**

Accounting, Financial Planning and Taxes
Are you a do-it-all-yourself business owner? Do you have great people skills but wish you had a better grasp on your finances? Whether your do it yourself or have an accountant, this seminar will help you better understand the financial operations of your business. Learn to analyze supply and equipment costs, profit/loss statements, break-even points, and cash flow, which can help generate more opportunities for profit. Gain understanding about advantages and disadvantages of certain business structures and how this affects your tax rates, schedules and strategies. Learn how to utilize a business plan to improve your cash flow.

Instructor: **Mike Bowyer**
Date: **April 18**
Time: **TH, 6:00 – 9:00 PM**

Investment Planning Strategies
This seminar is recommended for business owners and entrepreneurs who want to learn how to invest some of their profits in a retirement plan. Learn the basic principles of saving and investing along with more specific strategies to help you reach your long-term financial goals. Delve into the differences in the major types of investments including stocks, bonds and mutual funds. Learn investment terminology. Discover the importance of asset allocation. Explore specific strategies to minimize risk and tax liability while maximizing retirement savings. Evaluate your retirement planning needs through open discussion with an experienced financial advisor.

Instructor: **Michael Hayes**
Date: **April 23**
Time: **T, 5:30 – 8:30 PM**

Date: **March 26**

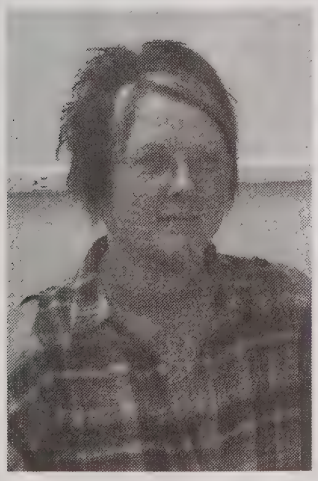
Social Media Marketing Strategies – Twitter, Facebook, YouTube and More!
This seminar is strongly recommended for business owners and entrepreneurs who want to learn the latest marketing strategies to attract more customers and increase sales through the power of social media. Learn how to connect with customers and prospects, generate more leads and be perceived as the expert in your field. Learn how to increase your revenues, reduce your marketing expenses and get the word out about your business with social media marketing. Learn how to create a following with Twitter, Facebook, YouTube and other social media sites that will have people talking about your business.

Instructor: **Teresa Broadway**
Date: **April 30**
Time: **T, 1:30 – 4:30 PM**

How to Write a Business Plan
Many businesses fail each year because the owner did not take the time to evaluate the plan on paper. What are your special talents and skills? Learn to assess them based on your habits and lifestyle preferences to determine if your business idea will work for you. Discover how to create a marketing plan and a cash flow analysis to evaluate the potential success of your business idea. Learn the financial advantages of starting your business without quitting your present job to allow you to pay your bills while your business grows.

Instructor: **Wendy Berry**
Date: **May 3**
Time: **F, 9:00 AM – 12:00 PM**

MCC Student Lives Her Dream


Jennifer Hamrick

Unlike a lot of high school seniors, Jennifer Hamrick has always known what she wanted to do for the rest of her life. Jennifer's dream was to work in a health care field, so when she graduated from high school, she enrolled in the Emergency Medical Science program at Montgomery Community College. However, life intervened when Jennifer's father became terminally ill and her dream got sidetracked. "I just wasn't ready for it," she said.

Instead, she enrolled in the Early Childhood Education program at MCC, graduated with her degree in 2006, and worked for over two years as a teacher. Jennifer enjoyed working with children but her dream beckoned her to take up where she left off.

With a little help from Project Skill Up, Jennifer was able to go back to school. "I wasn't working and wouldn't have been able to go to school at all without financial help," Jennifer said. Project Skill Up is a program funded by the North Carolina Tobacco Trust Fund Commission which supports short-term job skills training. It helped Jennifer with tuition for her classes.

Jennifer now works at a community health center as a nursing assistant II and she's back in school learning phlebotomy. "I want to be able to draw blood so I can be a better asset to my employer," Jennifer said.

If you are dreaming of a job opportunity in the health care field and want to become an expert in methods of drawing blood and other procedures in a laboratory, then phlebotomy might be the right option for you. For more information about enrolling in a Phlebotomy class see page 17.

Early Childhood Education Degree Opens Doors for MCC Graduate

Remelle Wood tells her story in her own words.

"I had worked for Randolph County Schools for 11 years and due to the state budget cuts, my job was eliminated. After trying to get back on with the school system, I was told that I needed more education, and that is when I decided I needed to go back to school. My heart is in teaching so I enrolled in the Early Childhood Education program at Montgomery Community College and graduated in May of 2012.

Early Childhood graduate Remelle Wood pictured in her 'natural habitat' near the children's books in MCC's library.

"While I was in the Early Childhood program I did my co-op with Precious Memories Preschool. When I graduated I was asked if I would like to come and work for them full time. I was employed as a lead teacher there for the last year and a half when I got my current job with NC Pre-K (formerly More at 4) at First Steps Learing Center in Asheboro. With my degree from MCC and my experience, I am able to work with children and help them be successful as they begin their schooling.

"My classes at MCC helped me learn the skills I needed to work with younger children. It is more than just teaching a lesson, but allowing the children to grow in their social and emotional stage. I had never experienced this type of learning and without the knowledge that I now have in this area, I would not be able to relate to these children. I had to learn a whole new levelof teaching.

"My time at MCC was filled with opportunities to participate in many clubs and outreach organizations. I was the vice president of the Early Childhood Club and was involved in student government. There are many opportunities at MCC if you are willing to participate.

"My Early Childhood instructor was an inspiration to me since the first day I met her. She encouraged me, she supported me, and wanted me to be successful. She was not only my advisor, she is a true friend."

"I think going to college is definitely important. But even if someone has been out of school for a long time, or is not sure they can do it, I would encourage anyone, young or old, to go to college. It is one of the best decisions I have ever made.

"It takes time, energy, and lots of organization, but it is worth it. I have had a bad experience with another community college and that was what I was thinking about before I decided to attend MCC. MCC was nothing like that.

"MCC is a great place. Every instructor that I had wanted me to be successful. The instructors go out of their way to ensure you understand a concept. Not one ever made me feel like I was a bother. From student services to the classroom, each person made me feel like they cared about me in all aspects of my schooling."

Registration

Registration is January 2 on the hour
9:00 AM, 10:00 AM, 11:00 AM, 12:00 PM, 4:00 PM, 5:00 PM & 6:00 PM

- **New or former students** (students who were not enrolled in the Fall Semester 2012) should go to the Student Union to begin the registration process.
- **Returning students** (students who were enrolled in the Fall Semester 2012) who have not paid tuition and fees for Spring Semester 2013 should see their advisor prior to registering.

Academic Calendar

Spring Semester 2013

January 2 ..... Open Registration
January 7 ..... Classes begin
January 18 ..... Last day for partial tuition refund
January 21 ..... Martin Luther King holiday
March 4 - 9 ..... Spring break
March 11 ..... Mid-term
April 1 ..... Financial Aid priority deadline for Summer Session
April 1 ..... Easter Holiday
April 2 – April 17 ..... Advising for Summer Session
April 9 ..... Last day to drop a course with a "W"
April 17 ..... Registration for current students
April 19 ..... Last Day for preregistered students to pay summer tuition/fees
May 7 ..... Term ends
May 8 ..... Graduation

New Student Information

If you have never attended Montgomery Community College, you may follow these steps to help you get started:

1. Submit a completed admission application (available at www.montgomery.edu, or pick one up at MCC.)
2. Request official transcripts from your high school, GED testing center, and any other colleges or universities attended.
3. Take the COMPASS assessment. Visit www.montgomery.edu and click on "Students" and "Testing" for a schedule of COMPASS assessments.
4. Apply for financial aid (if desired). Visit www.montgomery.edu and click on "Students" and "Financial Aid" for a step-by-step application.

Curriculum Schedule of Classes

Section Key: 01-03 Day, 50-52 Evening, 90 Weekend, TBA To Be Announced, LL Learning Lab, W Online, H Highway Room, C Hybrid

Course #	Section	Course Title	Credits	Instructor	Room	Days	Time
ACA 090	01C	Study Skills	3	Hopkins	237	TTH	12:30-01:20P
ACA 090	02C	Study Skills	3	Beverly	238	MW	03:30-04:20P
ACA 090	50	Study Skills	3	TBA	238	TTH	05:30-06:45P
ACA 111	W18A	College Student Success	1	Jackson	Online		
ACC 121*	01	Prin of Managerial Acct	4	Bowyer	141	MW	11:00-1:15P
ACC 121*	W1	Prin of Managerial Acct	4	TBA	Online		
ACC 129	01	Individual Income Taxes	3	Bowyer	141	TTH	09:00-10:45A
ACC 129	W1	Individual Income Taxes	3	Bowyer	Online		
ACC 140*	01	Payroll Accounting	2	Bowyer	141	TTH	12:00-01:20P
ACC 140*	W1	Payroll Accounting	2	Bowyer	Online		
ACC 150*	01	Accounting Software Applications	2	Bowyer	141	MW	02:00-03:20P
ACC 150*	50	Accounting Software Applications	2	TBA	141	MW	07:30-08:50P
ACC 150*	W1	Accounting Software Applications	2	Bowyer	Online		
ART 111	01	Art Appreciation	3	TBA	257	TTH	08:00-09:15A
BIO 094+	01	Concepts of Human Biology	4	TBA	102	M	02:00-04:50P
					102	W	02:00-03:50P
BIO 094+	50	Concepts of Human Biology	4	TBA	101	M	05:30-08:20P
						W	05:30-07:20P
BIO 112*	01	General Biology II	4	Bunting	226	MW	09:30-10:45A
					101	F	08:30-11:20A
BIO 112*	50C	General Biology II	4	Robinson	101	T	05:30-08:20P
BIO 165	01	Anatomy & Physiology I	4	Robinson	102	MW	11:00-12:15P
					102	TH	11:30-02:20P
BIO 165	50C	Anatomy & Physiology I	4	Robinson	102	TH	05:30-08:20P
BIO 166*	01	Anatomy & Physiology II	4	Bunting	226	MW	11:00-12:15P
					101	TH	11:30-02:20P
BIO 166*	02	Anatomy & Physiology II	4	Bunting	226	MW	11:00-12:15P
					101	W	02:30-05:20P
BIO 166*	50C	Anatomy & Physiology II	4	Goforth	101	TH	05:30-08:20P
BIO 275*	01C	Microbiology	4	Robinson	102	TH	02:30-05:20P
BUS 115	01H	Business Law I	3	Donovan	267	TTH	08:00-09:15A
BUS 115	W1	Business Law I	3	Donovan	Online		
BUS 121	01	Business Math	3	Collins	217	MW	01:30-03:20P
BUS 121	W1	Business Math	3	Collins	Online		
BUS 153	W1	Human Resource Management	3	Collins	Online		
BUS 225*	01	Business Finance	3	Bowyer	229	TTH	01:45-03:45P
BUS 225*	W1	Business Finance	3	Bowyer	Online		
BUS 230	W1	Small Business Management	3	Collins	Online		
BUS 260*	01	Business Communication	3	Collins	216	TTH	08:00-09:15A
BUS 260	W1	Business Communication	3	Collins	Online		
BUS 280	01	REAL Small Business	4	TBA	230	TTH	01:45-03:35P
BUS 280	W1	REAL Small Business	4	TBA	Online		
CIS 110	W1	Introduction to Computers	3	TBA	Online		
CIS 111	01	Basic PC Literacy	2	TBA	217	TTH	08:00-09:20A
CIS 111	02	Basic PC Literacy	2	TBA	217	T	01:00-03:50P
CIS 111	50	Basic PC Literacy	2	TBA	217	T	05:30-08:20P
CIS 111	W1	Basic PC Literacy	2	TBA	Online		
CIS 113	01C	Computer Basics	1	TBA	216	T	02:00-03:50P
CIS 115*	01	Intro to Programming & Logic	3	TBA	142	TTH	08:00-10:15A
CJC 113	01	Juvenile Justice	3	Wyrick	512	MW	01:00-02:20P
CJC 113	W1	Juvenile Justice	3	Wyrick	Online		
CJC 120	01	Interviews/Interrogations	2	Wyrick	512	F	09:00-11:50A
CJC 120	W1	Interviews/Interrogations	2	Wyrick	Online		
CJC 121	01	Law Enforcement Operations	3	Wyrick	512	MW	11:00-12:20P
CJC 121	W1	Law Enforcement Operations	3	Wyrick	Online		
CJC 131	01	Criminal Law	3	Wyrick	512	TTH	11:00-12:20P
CJC 131	W1	Criminal Law	3	Wyrick	Online		
CJC 132	01	Court Procedure & Evidence	3	Clark	512	MW	04:00-05:20P
CJC 132	W1	Court Procedure & Evidence	3	Wyrick	Online		
CJC 160	01	Terrorism: Underlying Issues	3	Clark	512	MW	02:30-03:50P
CJC 160	W1	Terrorism: Underlying Issues	3	Wyrick	Online		
CJC 214	01	Victimology	3	Clark	512	TTH	02:00-03:20P
CJC 214	W1	Victimology	3	Eury	Online		
COE 111	01F	Co-op Work Experience I	1	Strong	Co-Op Work Experience		
COM 110	01	Intro to Communication	3	Van Sinderen	229	MW	03:30-04:45P
CTS 120*	50	Hardware/Software Support	3	TBA	142	TTH	07:30-09:45P
CTS 120*	W1	Hardware/Software Support	3	TBA	Online		
CTS 125*	W1	Presentation Graphics	3	TBA	Online		
CTS 130*	01	Spreadsheet	3	TBA	216	MW	08:00-09:50A
CTS 130*	50	Spreadsheet	3	TBA	216	TTH	05:30-07:20P
CTS 130*	W1	Spreadsheet	3	TBA	Online		

Curriculum Schedule of Classes

Section Key: 01-03 Day, 50-52 Evening, 90 Weekend, TBA To Be Announced, LL Learning Lab, W Online, H Highway Room, C Hybrid

urse #	Section	Course Title	Credits	Instructor	Room	Days	Time
S 250*	01	User Support & Software Eval	3	TBA	142	TTH	01:00-02:50P
S 289*	01	System Support Project	3	TBA	216	M	01:10-02:00P
					216	W	01:10-05:00P
A 110	01	Database Concepts	3	TBA	141	TTH	06:00-05:15P
A 110	50	Database Concepts	3	TBA	216	MW	07:30-09:45P
N 101	01B	Preclinical Procedures	7	McAllister	154	T	01:00-02:50P
					154	W	12:00-01:50P
N 103	01	Dental Sciences	2	McAllister	154	T	08:00-09:50A
N 104	01A	Dental Health Education	3	McAllister	154	T	01:00-02:50P
					154	W	09:00-10:50A
N 106	01	Clinical Practice I	5	McAllister	154	W	11:00-11:50A
						M	08:00-05:00P
						TH	08:00-12:00P
N 112	01A	Dental Radiography	3	McAllister	154	T	10:00-11:50A
						F	09:00-11:50A
N 112	01B	Dental Radiography	3	McAllister	154	T	10:00-11:50A
						F	01:00-03:50P
O 252	W1	Principles of Macroeconomics	3	J. Kennedy	Online		
U 118*	50	Principles/Practices of Instr Asst	3	Binns	154	M	05:00-07:40P
U 131*	W1	Family, Child, & Community	3	Greene	Online		
U 145*	W1	Child Development II	3	Brown	Online		
U 151*	01	Creative Activities	3	Greene	136	MW	02:00-03:15P
U 151*	50	Creative Activities	3	Marley	136	TH	05:00-07:40P
U 153*	W1	Health, Safety & Nutrition	3	Brown	Online		
U 216	01	Foundations of Education	4	Jim Ray	226	T/TH	01:00-02:50P
U 221*	50	Children With Exceptional	3	Brown	136	M	05:00-07:40P
U 251*	50	Exploration Activities	3	Brown	136	W	05:00-07:40P
U 262*+	01C	Early Childhood Admin II	3	Brown	154	TH	04:00-05:15P
U 280*	01	Language & Literacy Exp	3	TBA	136	TTH	02:00-03:15P
U 280*	50	Language & Literacy Exp	3	TBA	136	T	05:00-07:40P
U 282*	01	Early Childhood Lit	3	Webb	136	W	09:00-11:40A
U 282*	908B	Early Childhood Lit	3	TBA	136	S	08:30-02:00P
U 284*	01C	Early Child Capstone Prac	4	Brown	136	M	04:00-04:50P
C 113	01	Basic Wiring I	4	Clark	500	TTH	08:00-12:00P
C 117	01	Motors and Controls	4	Furr	500	MW	08:00-12:00P
C 117	50	Motors and Controls	4	Furr	500	TTH	06:00-10:00P
C 139	01	AC Circuit Analysis	3	Clark	500	MW	02:30-04:50P
C 139	50	AC Circuit Analysis	3	Clark	500	MW	06:00-08:30P
C 229	01	Applications Project	2	Furr	501	T	01:00-05:00P
N 137	01	Electronic Devices & Circuits	5	Clark	500	T	01:00-05:00P
						TH	01:00-04:00P
N 229	01	Industrial Electronics	4	Furr	501	TTH	09:00-12:00P
N 275	01	Troubleshooting	2	Clark	501	MW	09:00-10:50A
G 070	01C	Basic Language Skills	3	Hopkins	237	TTH	11:00-12:15P
G 070	02C	Basic Language Skills	3	Hopkins	237	MW	02:00-03:15P
G 070	50C	Basic Language Skills	3	TBA	224	MW	05:30-06:45P
G 080*	01C	Writing Foundations	4	Beverly	238	M-TH	11:00-11:50A
G 080*	02C	Writing Foundations	4	Beverly	238	M-TH	02:00-02:50P
G 080*	50C	Writing Foundations	4	TBA	238	MW	05:30-07:20P
G 090*	01	Composition Strategies	3	Hopkins	237	MW	11:00-12:15P
G 090*	02	Composition Strategies	3	Hopkins	237	TTH	02:00-03:15P
G 090*	50	Composition Strategies	3	Hopkins	237	MW	05:30-06:45P
G 111*	01	Expository Writing	3	Van Sinderen	229	TTH	09:30-10:45A
G 111*	02	Expository Writing	3	Van Sinderen	229	TTH	12:30-01:45P
G 111*	50	Expository Writing	3	Van Sinderen	229	M	05:30-08:20P
G 111*	W1	Expository Writing	3	Boals	Online		
G 111*	W2	Expository Writing	3	Boals	Online		
G 111*	W18A	Expository Writing	3	TBA	Online		
G 112*	01	Argument-Based Research	3	Van Sinderen	229	TTH	11:00-12:15P
G 112*	W1	Argument-Based Research	3	TBA	Online		
G 114*	01	Prof Research & Report	3	TBA	236	F	09:00-11:50A
G 114*	02	Prof Research & Report	3	TBA	236	TTH	09:30-10:45A
G 114*	50	Prof Research & Report	3	TBA	236	M	05:30-08:20P
G 114*	W1	Prof Research & Report	3	TBA	Online		
G 114*	W18B	Prof Research & Report	3	TBA	Online		
G 131*	W1	Introduction to Literature	3	TBA	Online		
G 232*	01	American Literature II	3	Van Sinderen	229	MW	12:30-01:45P
R 123	01	Forest Botany	3	Thompson	604	MW	02:30-04:55P

erequisite course(s) required. + Corequisite course(s) required.

ASE NOTE: High school students are ineligible to take courses in which the course number begins with "0." (Example: ENG 080)

Curriculum Schedule of Classes

Section Key: 01-03 Day, 50-52 Evening, 90 Weekend, TBA To Be Announced, LL Learning Lab, W Online, H Highway Room, C Hybrid

Course #	Section	Course Title	Credits	Instructor	Room	Days	Tim
FOR 172	01	Intro to Timber Harvest	3	Strong	605	T	08:30-01:
FOR 172	02	Intro to Timber Harvest	3	Strong	605	TH	08:30-01:
FOR 175	01	Wildlife/Environ Studies	3	Thompson	604	TTH	11:00-01:
FOR 215	01	Intro to GIS/GPS	3	Boothby	608	T	08:00-12:
FOR 215	02	Intro to GIS/GPS	3	Boothby	608	TH	08:00-12:
FOR 232*	01	Forest Mensuration	4	Thompson	604	MW	09:00-12:
FOR 245	01	Forest Pesticides	3	Strong	605	MW	12:30-02:
FOR 271*	01	Forest Management	3	Thompson	604	TTH	08:00-10:
FOR 282	01	Forest Recreation	3	Strong	605	MW	09:00-11:
GEO 111	01H	World Regional Geography	3	TBA	267	MW	09:00-10:
GIS 121	W1	Georeferencing & Mapping	3	TBA	Online		
GIS 215	W1	GIS Data Models	3	TBA	Online		
GSM 123	01	Basic Stockmaking	6	Casey	169A	WTH	08:00-03:
GSM 123	50	Basic Stockmaking	6	Flynn	169A	MW	05:00-09:
						T	05:30-09:
GSM 125	01	Barrel Fitting/Alteration	6	Casey	169A	MT	08:00-02:
GSM 125	50	Barrel Fitting/Alteration	6	Flynn	169A	TH	05:30-09:
						F	09:00-04:
GSM 227	01	Adv Repair Technology	6	Bernauer	156	MT	08:00-03
GSM 227	50	Adv Repair Technology	6	Dye	156	TH	04:55-09:
						F	09:00-04:
GSM 235	01	Current Gunsmithing Tech	6	Bernauer	156	W	08:00-03:
						TH	08:00-03:
GSM 235	50	Current Gunsmithing Tech	6	Dye	156	MTW	05:00-09:
GSM 235	90	Current Gunsmithing Tech	6	Mutarelli	169A	F	05:00-09:
						S	08:00-04:
HEA 110	W1	Personal Health/Wellness	3	Raming	Online		
HIS 121	W18A	Western Civilization I	3	TBA	Online		
HIS 122	01	Western Civilization II	3	Edwards	224	TTH	09:30-10:
HIS 122	W1	Western Civilization II	3	Edwards	Online		
HIS 132	01	American History II	3	Edwards	224	TTH	11:00-12:
HIS 132	W1	American History II	3	Edwards	Online		
HSE 112	01	Group Process I	2	DesChamps	513	M	09:00-10:
						W	10:00-10:
HSE 123	01	Interviewing Techniques	3	DesChamps	513	TTH	11:00-12:
HSE 210	01	Human Services Issues	2	DesChamps	513	TTH	10:00-10:
HSE 210	W1	Human Services Issues	2	Floyd	Online		
HSE 227	01	Children & Adol in Crisis	3	DesChamps	513	MW	11:00-12:
HSE 227	W1	Children & Adol in Crisis	3	Floyd	Online		
HSE 260+	01	HSE Clinical Supervis II	1	DesChamps	513	W	09:00-09:
HSE 264+	01	HSE Clinical Exp II	4	DesChamps	Clinicals		
HUM 150	W1	American Womens Studies	3	Young	Online		
MAT 050	LL	Basic Math Skills	4	Hendrix	218	TBA	TB
MAT 060*	01C	Essential Mathematics	4	Hendrix	236	M-TH	01:00-01:
MAT 060*	LL	Essential Mathematics	4	Hendrix	218	TBA	TB
MAT 070*	01C	Introductory Algebra	4	Klass	238	M-TH	01:00-01:
MAT 070*	LL	Introductory Algebra	4	Hendrix	218	TBA	TB
MAT 080*	LL	Intermediate Algebra	4	Klass	218	TBA	TB
MAT 101*	LL	Applied Mathematics I	3	Klass	218	TBA	TB
MAT 120*	01	Geometry and Trigonometry	3	Zielsdorf	225	TTH	03:30-05:
MAT 121*	01	Algebra/Trigonometry I	3	Zielsdorf	225	MW	12:30-02:
MAT 140*	01	Survey of Mathematics	3	Zielsdorf	225	TTH	02:00-03:
MAT 140*	W1	Survey of Mathematics	3	Zielsdorf	Online		
MAT 140A*	W1	Survey of Mathematics	3	Zielsdorf	Online		
MAT 151*	50	Statistics I	3	Zielsdorf	225	TTH	05:30-06:
MAT 172*	01	Precalculus Trigonometry	3	Zielsdorf	225	MW	09:30-10:
MAT 172A*	01C	Precalculus Trigonometry	1	Zielsdorf	225	F	12:30-01:
MAT 271	01	Calculus	4	Klass	TBA	TBA	TB
MAT 272	01	Calculus II	4	Klass	TBA	TBA	TB
MED 122*	01C	Medical Terminology II	3	Caviness	Online		
MED 131	01	Admin Office Proc II	2	Beaman	140	M	08:30-09:
					139	W	01:15-03:
MED 140	01	Exam Room Procedures I	5	Caviness	140	MW	09:30-10:
					139	TTH	09:30-11:
MED 260	01	MED Clinical Practicum	5	Caviness	Clinic	MW	08:00-04:
						F	08:00-11:
MED 262	01	Clinical Perspectives	1	Caviness	140	T	08:30-09:
MED 264	01	Medical Assisting Overview	2	Caviness	140	T	11:30-01:
MEG 111B	90	Scroll Cutting & Design	3	Houser	156	S	08:00-03:
MEG 115	50	Lettering & Calligraphy	3	Houser	156	F	05:00-09:
MKT 223	01	Customer Service	3	Jackson	229	T	05:15-07:

Curriculum Schedule of Classes

Section Key: 01-03 Day, 50-52 Evening, 90 Weekend, TBA To Be Announced, LL Learning Lab, W Online, H Highway Room, C Hybrid

Course #	Section	Course Title	Credits	Instructor	Room	Days	Time
T 223	W1	Customer Service	3	Jackson	Online		
S 110	W1	Music Appreciation	3	Chesnutt	Online		
S 110	W2	Music Appreciation	3	Chesnutt	Online		
T 126	50	Routing Basics	3	TBA	142	MW	07:30-09:45P
S 110	50	Operating Systems Concepts	3	TBA	142	TTH	05:00-07:15P
S 110	W1	Operating Systems Concepts	3	TBA	Online		
S 230*	01	Windows Admin I	3	TBA	142	TTH	10:30-12:20P
R 103	01C8B	Practical Nursing III	10	Hancock/Black	228	T	09:00-01:50P
						WTH	Clinical
R 103	50C8B	Practical Nursing III	10	Hancock/Saunders	228	T	06:00-08:50P
						FS	Clinical
T 131	W18A	Keyboarding	2	TBA	Online		
T 134	W18B	Text Entry & Formatting	3	TBA	Online		
T 135*	W1	Adv Text Entry & Format	3	TBA	Online		
T 136	W18A	Word Processing	3	TBA	Online		
T 155	W18A	Legal Terminology	3	TBA	Online		
T 164	W18A	Text Editing Applications	3	TBA	Online		
T 236*	W18B	Adv Word/Information Proc	3	TBA	Online		
T 251*	W18B	Legal Doc. Formatting	3	Lisa Fagan	Online		
T 252*	W18B	Legal Transcription I	3	Lisa Fagan	Online		
T 286	01	Professional Development	3	Jackson	229	MW	10:00-11:15A
T 286	W1	Professional Development	3	Jackson	Online		
T 289*	W18B	Administrative Office Mgt.	3	Lisa Fagan	Online		
C 110BC	01	Intro to Pottery	3	TBA	304	F	08:00-03:20P
C 110BC	50	Intro to Pottery	3	TBA	304	T	05:00-08:50P
						TH	05:00-07:50P
C 111	01	Functional Pottery I	8	Ferree	304	MTW	08:00-03:00P
C 111BC	01	Functional Pottery I	3	TBA	304	F	09:00-04:20P
C 111BC	50	Functional Pottery I	3	TBA	304	T	06:00-09:00P
	05:00-08:50P						
C 118	01	Clay: Special Study	2	Ferree	304	TH	08:30-11:50A
C 132	01	Glaze Formulation	2	TBA	304	TH	01:00-05:00P
C 211*	01	Decorative Pottery	8	Ferree	304	MW	09:00-04:20P
						T	09:00-01:30P
I 264	01	Process Control with PLCs	4	Furr	505	MW	01:15-04:15P
D 128	018A	Golf-Beginning	1	M. Adams	Denson's Creek CC	TTH	02:00-03:50P
L 120	01H	American Government	3	TBA	267	MW	11:00-12:15P
L 130	W1	State & Local Government	3	Weatherly	Online		
Y 150	01	General Psychology	3	Nelson	230	MW	09:30-10:45A
Y 150	W1	General Psychology	3	Raming	Online		
Y 150	W2	General Psychology	3	Raming	Online		
Y 150	W3	General Psychology	3	Raming	Online		
Y 150	W18B	General Psychology	3	TBA	Online		
Y 241*	01	Developmental Psych	3	Nelson	230	MW	11:00-12:15P
Y 241*	W1	Developmental Psych	3	Raming	Online		
D 080*	01C	Intro to College Reading	4	Beverly	238	M-TH	09:00-09:50A
D 080*	50C	Intro to College Reading	4	TBA	237	TTH	07:00-08:50P
D 090*	01C	Improved College Reading	4	Beverly	238	M-TH	10:00-10:50A
D 090*	02C	Improved College Reading	4	Hopkins	237	MW	03:30-05:20P
D 090*	50C	Improved College Reading	4	TBA	238	TTH	07:00-08:50P
L 111	01	Eastern Religions	3	G. Hancock	224	MW	02:00-03:15P
L 211	01	Intro to Old Testament	3	G. Hancock	224	MW	11:00-12:15P
L 211	W1	Intro to Old Testament	3	G. Hancock	Online		
L 212	01	Intro to New Testament	3	G. Hancock	224	TTH	02:00-03:15P
L 212	W1	Intro to New Testament	3	G. Hancock	Online		
L 221	50H	Religion in America	3	G. Hancock	267	W	05:30-08:20P
L 221	W1	Religion in America	3	G. Hancock	Online		
B 137	W1	Co-Dependency	3	Walker	Online		
B 210	W1	Substance Abuse Counseling	3	Walker	Online		
C 110	W1	Security Concepts	3	TBA	Online		
C 210	W1	Introduction to Sociology	3	T. Kennedy	Online		
C 213	01	Sociology of the Family	3	Nelson	230	MW	02:00-03:15P
C 213	W1	Sociology of the Family	3	Savchak	Online		
C 220	W1	Social Problems	3	TBA	Online		
A 111	01	Elementary Spanish I	3	TBA	267	TTH	11:00-12:30P
A 112*	01	Elementary Spanish II	3	TBA	267	TTH	03:10-04:30P
A 112*	50H	Elementary Spanish II	3	TBA	267		
M 110	W18B	Intro to Shooting Sports	4	Len Fagan	Online		

rerequisite course(s) required. + Corequisite course(s) required.

:ASE NOTE: High school students are ineligible to take courses in which the course number begins with "0." (Example: ENG 080)

Curriculum Schedule of Classes

Section Key: 01-03 Day, 50-52 Evening, 90 Weekend, TBA To Be Announced, LL Learning Lab, W Online, H Highway Room, C Hybrid

Course #	Section	Course Title	Credits	Instructor	Room	Days	Time
SSM 112	W18A	Sports Hunting	3	Len Fagan	Online		
SSM 114	W1	Shooting Sports Management	5	Len Fagan	Online		
TXY 101AB	508A	Fish Taxidermy	6	Speer	162	M-TH	05:30-10:30P
						F	05:30-09:30P
TXY 101BB	508B	Fish Taxidermy	6	Speer	162	M-TH	05:30-10:30P
						F	05:30-09:30P
TXY 103	01	Mammal Taxidermy	12	B. Adams	162	MTW	08:00-04:00P
WEB 140	01	Web Development Tools	3	TBA	216	MW	10:10-12:00P
WEB 140	50	Web Development Tools	3	TBA	216	MW	05:10-07:00P
WEEKEND COURSES							
EDU 282*	90	Early Childhood Lit	3	TBA	136	S	08:30-02:00P
GSM 235	90	Current Gunsmithing Tech	6	Mutarelli	169A	F	05:00-09:50P
						S	08:00-04:50P
MEG 111B	90	Scroll Cutting & Design	3	Houser	156	S	08:00-03:20P
INFORMATION HIGHWAY COURSES							
BUS 115	01H	Business Law I	3	Donovan	267	TTH	08:00-09:15A
GEO 111	01H	World Regional Geography	3	TBA	267	MW	09:00-10:15A
POL 120	01H	American Government	3	TBA	267	MW	11:00-12:15P
REL 221	50H	Religion in America	3	G. Hancock	267	W	05:30-08:20P
SPA 112*	50H	Elementary Spanish II	3	TBA	267	TBA	TBA
MINIMESTER COURSES 1st 8 WEEKS							
ACA 111	W18A	College Student Success	1	Jackson	Online		
OST 131	W18A	Keyboarding	2	TBA	Online		
OST 136	W18A	Word Processing	3	TBA	Online		
OST 155	W18A	Legal Terminology	3	TBA	Online		
OST 164	W18A	Text Editing Applications	3	TBA	Online		
SSM 112	W18A	Sports Hunting	3	Len Fagan	Online		
TXY 101AB	508A	Fish Taxidermy	6	Speer	162	M-TH	05:30-10:30P
						F	05:30-09:30P
MINIMESTER COURSES 2nd 8 WEEKS							
EDU 282	908B	Early Childhood Lit	3	TBA	136	S	08:30-02:00P
OST 134	W18B	Text Entry & Formatting	3	TBA	Online		
OST 235	W18B	Adv Word/Information Proc	3	TBA	Online		
OST 251	W18B	Legal Doc Formatting	3	TBA	Online		
OST 252	W18B	Legal Transcription I	3	TBA	Online		
OST 289	W18B	Administrative Office Mgt	3	TBA	Online		
SSM 110	W18B	Intro to Shooting Sports	4	Len Fagan	Online		
TXY 101BB	508B	Fish Taxidermy	6	Speer	162	M-TH	05:30-10:30P
						F	05:30-09:30P
INTERNET COURSES							
ACA 111	W18A	College Student Success	1	Jackson	Online		
ACC 121	W1	Prin of Managerial Acct	4	TBA	Online		
ACC 129	W1	Individual Income Taxes	3	Bowyer	Online		
ACC 140*	W1	Payroll Accounting	2	Bowyer	Online		
ACC 150*	W1	Accounting Software Appl	2	Bowyer	Online		
BUS 115	W1	Business Law I	3	Donovan	Online		
BUS 121	W1	Business Math	3	Collins	Online		
BUS 153	W1	Human Resource Management	3	Collins	Online		
BUS 225*	W1	Business Finance	3	Bowyer	Online		
BUS 230	W1	Small Business Management	3	Collins	Online		
BUS 260*	W1	Business Communication	3	Collins	Online		
BUS 280	W1	REAL Small Business	4	TBA	Online		
CIS 110	W1	Introduction to Computers	3	TBA	Online		
CIS 111	W1	Basic PC Literacy	2	TBA	Online		
CJC 113	W1	Juvenile Justice	3	Wyrick	Online		
CJC 120	W1	Interviews/Interrogations	2	Wyrick	Online		
CJC 121	W1	Law Enforcement Operations	3	Wyrick	Online		
CJC 131	W1	Criminal Law	3	Wyrick	Online		
CJC 132	W1	Court Procedure & Evidence	3	Wyrick	Online		
CJC 160	W1	Terrorism: Underlying Issues	3	Wyrick	Online		
CJC 214	W1	Victimology	3	Eury	Online		
CTS 120	W1	Hardware/Software Support	3	TBA	Online		
CTS 125*	W1	Presentation Graphics	3	TBA	Online		

Curriculum Schedule of Classes

Section Key: 01-03 Day, 50-52 Evening, 90 Weekend, TBA To Be Announced, LL Learning Lab, W Online, H Highway Room, C Hybrid

Course #	Section	Course Title	Credits	Instructor	Room	Days	Time
CTS 130*	W1	Spreadsheet	3	TBA	Online		
ECO 252	W1	Principles of Macroeconomics	3	Kennedy	Online		
EDU 131	W1	Child, Family, & Community	3	Greene	Online		
EDU 145*	W1	Child Development II	3	Brown	Online		
EDU 153*	W1	Health, Safety & Nutrition	3	Brown	Online		
ENG 111*	W1	Expository Writing	3	Boals	Online		
ENG 111*	W2	Expository Writing	3	Boals	Online		
ENG 111*	W18A	Expository Writing	3	TBA	Online		
ENG 112*	W1	Argument Based Research	3	TBA	Online		
ENG 114*	W1	Prof Research & Reporting	3	TBA	Online		
ENG 114*	W18B	Prof Research & Reporting	3	TBA	Online		
ENG 131*+	W1	Introduction to Literature	3	TBA	Online		
GIS 121	W1	Georeferencing & Mapping	3	TBA	Online		
GIS 215	W1	GIS Data Models	3	TBA	Online		
HEA 110	W1	Personal Health/Wellness	3	Raming	Online		
HIS 121	W18A	Western Civilization I	3	TBA	Online		
HIS 122	W1	Western Civilization II	3	Edwards	Online		
HIS 132	W1	American History II	3	Edwards	Online		
HSE 210	W1	Human Services Issues	2	Floyd	Online		
HSE 227	W1	Children & Adol Crisis	3	Floyd	Online		
HUM 150	W1	American Womens Studies	3	Young	Online		
MAT 140*	W1	Survey of Mathematics	3	Zielsdorf	Online		
MAT 140A*	W1	Survey of Mathematics	3	Zielsdorf	Online		
MKT 223	W1	Customer Service	3	Jackson	Online		
MUS 110	W1	Music Appreciation	3	Chesnutt	Online		
MUS 110	W2	Music Appreciation	3	Chesnutt	Online		
NOS 110	W1	Operating System Concepts	3	TBA	Online		
OST 131	W18A	Keyboarding	2	TBA	Online		
OST 134	W18B	Text Entry & Formatting	3	TBA	Online		
OST 135*	W1	Adv Text Entry & Formatting	3	TBA	Online		
OST 136	W18A	Word Processing	3	TBA	Online		
OST 155	W18A	Legal Terminology	3	TBA	Online		
OST 164	W18A	Text Editing Applications	3	TBA	Online		
OST 236*	W18B	Adv Word/Information Proc	3	TBA	Online		
OST 251*	W18B	Legal Doc. Formatting	3	TBA	Online		
OST 289*	W18B	Administrative Office Mgt.	3	TBA	Online		
POL 130	W1	State & Local Government	3	Weatherly	Online		
PSY 150	W1	General Psychology	3	Raming	Online		
PSY 150	W2	General Psychology	3	Raming	Online		
PSY 150	W3	General Psychology	3	Raming	Online		
PSY 150	W18B	General Psychology	3	TBA	Online		
PSY 241*	W1	Developmental Psych	3	Raming	Online		
REL 211	W1	Intro to Old Testament	3	G. Hancock	Online		
REL 212	W1	Intro to New Testament	3	G. Hancock	Online		
REL 221	W1	Religion in America	3	G. Hancock	Online		
SAB 137	W1	Co-Dependency	3	Walker	Online		
SAB 210	W1	Sub Abuse Counseling	3	Walker	Online		
SEC 110	W1	Security Concepts	3	TBA	Online		
SOC 210	W1	Introduction to Sociology	3	T. Kennedy	Online		
SOC 213	W1	Sociology of the Family	3	Nelson	Online		
SOC 220	W1	Social Problems	3	TBA	Online		
SSM 110	W18B	Intro to Shooting Sports	4	Len Fagan	Onlilne		
SSM 112	W18A	Sports Hunting	3	Len Fagan	Online		
SSM 114	W1	Shooting Sports Mgmt	5	Len Fagan	Online		

YBRID COURSES

urses require both Internet and classroom participation

A 090	01C	Study Skills	3	Hopkins	237	TTH	12:30-01:20P
A 090	02C	Study Skills	3	Beverly	238	TTH	03:30-04:20P
O 112*	50C	General Biology II	4	Robinson	101	T	05:30-08:20P
O 165	50C	Anatomy & Physiology I	4	Robinson	101	TH	05:30-08:20P
O 166*	50C	Anatomy & Physiology II	4	Goforth	101	TH	05:30-08:20P
O 275*	01C	Microbiology	4	Robinson	102	TH	02:30-05:20P
S 113	01C	Computer Basics	1	TBA	216	T	02:00-03:50P
U 262*	01C	Early Childhood Admin II	3	Brown	154	TH	04:00-05:15P
U 284*	01C	Early Child Capstone Prac	4	Brown	136	M	04:00-04:50P
G 070	01C	Basic Language Skills	3	Hopkins	237	TTH	11:00-12:15P

erequisite course(s) required. + Corequisite course(s) required.

ASE NOTE: High school students are ineligible to take courses in which the course number begins with "0." (Example: ENG 080)

ENG 070	02C	Basic Language Skills	3	Hopkins	237	MW	02:00-03:15P
ENG 070	50C	Basic Language Skills	3	TBA	224	MW	05:30-06:45P
ENG 080*	01C	Writing Foundations	4	Beverly	238	M-TH	11:00-11:50P
ENG 080*	02C	Writing Foundations	4	Beverly	238	M-TH	02:00-02:50P
ENG 080*	50C	Writing Foundations	4	TBA	238	MW	05:30-07:20P
MAT 060*	01C	Essential Mathematics	4	Hendrix	236	M-TH	01:00-01:50P
MAT 070*	01C	Introductory Algebra	4	Klass	238	M-TH	01:00-01:50P
MAT 172A+	01C	Precalculus Trig Lab	1	Zielsdorf	225	F	12:30-01:50P
MED 122*	01C	Medical Terminology II	3	Beaman	TBA	TBA	TBA
NUR 103	01C8B	Practical Nursing III	10	Hancock	228	T	09:00-01:50P
		Clinical				WTH	TBA
NUR 103	50C8B	Practical Nursing III	10	Hancock/Saunders	148	T	06:00-08:50P
		Clinical				FS	TBA
OST 286	01C	Professional Development	3	Jackson	TBA	TBA	TBA
RED 080*	01C	Intro to College Reading	4	Beverly	238	M-TH	09:00-09:50A
RED 080*	50C	Intro to College Reading	4	TBA	237	TTH	07:00-08:50P
RED 090*	01C	Improved College Reading	4	Beverly	238	M-TH	11:00-11:50A
RED 090*	02C	Improved College Reading	4	Hopkins	230	MW	03:30-05:15P
RED 090*	50C	Improved College Reading	4	TBA	238	TTH	07:00-08:50P

Weekend Clay Camps

6TH - 8TH GRADES

January 26 - February 16
(4 Saturdays)
9 AM - 12 PM*

9TH - 12TH GRADES

March 16 - April 5
(4 Saturdays)
9 AM - 12 PM*

*Last Saturday in each session includes lunch and a trip to Seagrove and will run until 3 PM.

For more information call
(910) 576-6222, extension 238 or 209.

Wherever you're from you're always at home at . . .

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